

# HOLYWELL CHURCH OF ENGLAND ACADEMY



## Travel and Subsistence Expenses Policy

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### Introduction

As a Church of England School, our Travel and Subsistence Expenses Policy at Holywell School is rooted in our distinctively Christian character and our core beliefs which are Gospel inspired and which support the school's Vision:

At Holywell, our vision is that everyone in our community chooses to "Live Life in all its Fullness" (John 10:10).

Inspired by the teaching of Jesus, the Good Shepherd,

we choose to live our values,

being the best we can be

in community."

As a school, our most precious resource in supporting and developing our young people is our staff. 'Live life in all its fullness' (John 10:10) applies to everyone in our community; we are committed to developing all staff to be the best they can be and we reward staff as generously as we can within national guidelines and frameworks.

"For the scripture saith, Thou shalt not muzzle the ox that treadeth out the corn. And, The labourer is worthy of his reward." (1 Timothy 5:18)

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17)

The payment and reimbursement of travel and subsistence expenses incurred by staff undertaking school duties are governed by this policy, which has been developed in accordance with the financial regulations of Holywell School.

The general principle which underpins this policy is that the expenses claimed have been reasonably incurred by a member of staff and are substantiated by a valid VAT receipt (wherever possible). Claims must be prepared and submitted to the certifying officer (Assistant Business Manager) by the last day of the month, or earlier if requested.

All taxable and non-taxable claims for the payment of travelling and incidental expenses should be certified by the SBM. (NB – if claiming for time in respect of an Educational Visit, please ensure that this has been accounted for in the calculation of costs.)

Travel and subsistence limits may change on an annual basis. Guidance on what is covered by Travel and Subsistence is set out below, additional advice can be sought from the Finance Team.

## **Travel**

The forms to be completed for car travel are “Travelling and Subsistence Claim Forms” which are for journeys and/or parking fees when attending an off-site training course.

Claim forms are available from the main Finance Office.

All claim forms submitted must include:

- Claimant's Name
- Claimant's Payroll Number (displayed on the pay advice slip)
- Vehicle Registration Number
- Signature of claimant and Certifying Officer
- Valid VAT receipt(s)

The Chair of Governors must authorise all claims made by the Headteacher.

No claims are accepted from Trustees and Members.

**It is the responsibility of individual claimants to ensure they are covered fully for business use on their vehicle insurance policy.** Certifying officers should check on an annual basis that claimants have an insurance policy that covers business use.

All car mileage claim forms should be checked and certified before being processed for payroll payment. Certification means that the journeys were authorised, the expenditure properly and necessarily incurred, the mileage claimed is reasonable, and the allowances are properly payable by the School.

Claims for travel on bus and/or train should be processed via the same claim form.

Travel claims can only be made for additional mileage than the standard home to work place travel. For example,

- standard mileage for home to work and return is 20 miles, home to course and return is 25 miles,
- therefore a claim can only be made for the additional 5 miles.

<b><u>Car allowances 2023/2024</u></b>	
	All engine sizes
Per mile first 10,000	45p
Per mile after 10,000	25p
Motorcycles	24p

Figures detailed by HMRC (updated 6 April 2022):

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

**Under no circumstances can a claim be made for the purchase of an alcoholic beverage.**

All claims should be submitted as soon as possible after incurring the expense, but in any case, within one month and in accordance with the timetable. Any claim made after the timetable submission date will be rejected.

### **False claims**

The deliberate and knowing submission of a false claim by a claimant is a serious offence which could result in disciplinary action.