



ARETÉ
LEARNING
TRUST

Staff Expenses Policy

Review cycle	
Policy Oversight Body	RPE Committee
Policy Reviewed (date)	29/09/2016
Next Review (date)	September 2017
Signed <i>(ALT Business Manager)</i>	
Date	
Signed <i>(RPE Chair)</i>	
Date	



Stokesley School

'Being the Best We Can Be'

Stokesley School, Station Road,
Stokesley, North Yorkshire TS9 5AL



ARETÉ
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TRUST

STAFF EXPENSES POLICY

This policy applies to all employees of Areté Learning Trust and any other individuals claiming reimbursement of travel, subsistence or other expenses in connection with ALT business.

PRINCIPLES

Wherever possible, goods and services should be procured through the Trust's normal purchasing and procurement procedures. However, there are occasions where this is not possible, owing to time or other constraints.

The Trust will therefore reimburse employees for reasonable expenses which are wholly, necessarily and exclusively incurred in connection with undertaking duties on behalf of the Trust.

This policy applies to all staff, and failure to comply with the terms of the policy may result in non-payment of claims.

Deliberate falsification of a claim or of the evidence supporting a claim may lead to disciplinary proceedings.

ALLOWABLE EXPENSES

Allowable expenses include but are not limited to the following, subject to adherence to the subsequent terms as set out in this policy:

- mileage
- travel costs including public transport and car parking
- overnight accommodation
- subsistence
- materials/ingredients/resources

MILEAGE

Mileage can be claimed for journeys whilst on Trust business e.g. to and from a work-related meeting or event, or to a train station for onward travel, with the start and end point of a return journey being your normal place of work. Journeys from home to work or vice versa cannot be claimed.

Where an employee is using own vehicle, the employee should ensure that the vehicle is in good working order, fully insured, taxed and with a current MOT certificate.

Distances should be checked with an online route calculator such as AA Routeplanner or Googlemaps to ensure accuracy of mileage claimed. The Trust finance office will check claims at random to ensure accuracy.

ALT operates two mileage rates:

Teaching staff 32.74p per mile

Non-teaching staff 42p per mile

TRAVEL

Travel should be by the most cost-effective means possible and booked as far as possible in advance to obtain the best prices.

Train travel must be standard class except where a first class fare is lower than the least expensive standard class fare.

Taxis should only be used where strictly necessary, and a dated receipt must be obtained.

OVERNIGHT ACCOMMODATION

Wherever possible overnight accommodation should be booked in advance at the best possible rate and should not exceed £130 per night (£150 inside the M25).

Employees should consider the location of a hotel in relation to an event to minimise overall cost of accommodation and travel expenditure.

SUBSISTENCE

The Trust will reimburse reasonable expenses for meals and subsistence incurred by the employee where it is necessary to stay away from home for one or more nights on Trust business. This includes but is not limited to school trips, conferences and meetings as requested by or agreed with the appropriate Trust manager.

The following daily limits apply unless exceptional circumstances can be demonstrated:

Breakfast £10.00

Lunch £10.00

Dinner £15.00

Overall daily limit £35.00

Employees may incur in excess of this amount but may only claim up to £35 per complete day away from home.

Where the employee is participating in a school trip, wherever possible the trip organiser should ensure that staff meals, snacks and drinks are included in the trip booking. Where this is not possible the above limits apply.

For day trips, no subsistence claims will be accepted.

MATERIALS/INGREDIENTS/RESOURCES

Where specialist items are required for work in school which cannot be ordered via normal purchasing and procurement routes, it is permissible for employees to purchase items required and be reimbursed, subject to the terms as set out in this policy.

PROCEDURE

Authorisation should normally be sought before incurring expenditure on behalf of the Trust.

The claimant should complete a Mileage and Expenses Claim Form with all required information, attach all relevant receipts and have the claim form signed by their line manager.

Expenses will only be reimbursed where the following conditions are met:

- original receipt(s) present
- correct form completed by claimant
- form signed by line manager/ budget holder
- compliant with the terms of this policy

The Trust does not operate Petty Cash for the purposes of reimbursing individuals' expenditure.

All expenses are reimbursed via BACS to the bank account details provided by the claimant within 30 days of receipt of the claim by Finance.

NON-ALLOWABLE EXPENSES

The following items will not be reimbursed:

- personal items
- childcare
- parking fines
- credit/debit card fees or charges
- alcohol
- damage to personal vehicles or possessions
- entertainment
- gifts



Stokesley School, Station Road, Stokesley, North Yorkshire TS9 5AL

Areté Learning Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (company number 9471240), whose registered office is at Stokesley School, Station Road, Stokesley, North Yorkshire, United Kingdom, TS9 5AL