Staff Travel and Subsistence Policy

Policy Number: N143

Policy Owner: Bursar

Governing Body Responsibility: Resource Management Committee

Version: 1.1

Date: June 2016

Policy to be reviewed on or before June 2018

Kesteven and Grantham Girls' School

Contents

1. Introduction

The school accepts and supports that staff working away from school and from home need to be reimbursed for their expenses and provides the following guidance. Claims for expense must be agreed in principle in advance and authorised by the budget holder. Staff Development is agreed and signed prior to any bookings being made. Agreeing to support a member of staff applying for a course indicates that reasonable expenses will be covered as outlined below.

2. Travel

Staff should chose to use public transport whenever practical but the school accepts that the use of personal transport is often the most convenient and timely option. Claims for business mileage should be made from home or from school, whichever is the shortest distance. Mileage claims should be made based on the most direct route and can be claimed only for mileage over and above normal travel to work; the allowance the school provides is 45p per mile, in accordance with HMRC recommendations. Where more than one member of staff is going to the same venue, transport should be shared where possible to minimise claims and carbon footprint; passenger miles are paid at a flat rate of 5p per mile, regardless of the number of passengers.

The cost of rail transport will be funded for or reimbursed for second class only. Tickets should be booked as far in advance as possible and through the school's finance office, which will seek best value via internet booking sites. Options for times of trains will be agreed prior to booking.

When required, flights will similarly be booked via the school's finance office who will seek best value whilst ensuring that necessary deadlines are met and itinerary enabled.
When required, hotels / accommodation will be booked via the school's finance office who will seek best value balanced against quality of accommodation and appropriateness of location.

Costs for travel and accommodation booked in advance will be paid for whenever possible by the school in advance. It is accepted that some hotels do not operate in this way. In these cases receipts must be retained and presented prior to claims being verified.

3. Subsistence Allowance

Staff departing from home prior to 7.00 am are entitled to claim up to £6.00 to cover the cost of breakfast.

Where lunch is not included in the cost of training or the event being visited, staff may claim up to £6.00 to cover the cost of lunch.

Staff not returning home until after 9.00 pm may claim up to £10 towards the cost of an evening meal.

Staff staying overnight but without dinner booked as part of their accommodation may claim up to £15 towards their evening meal.

4. Claims

Receipts are required in respect of all claims not paid for by the school in advance.

Claims must be signed by the claimant and budget holder and will be settled following verification which will require the signature of one of the following; the Headteacher, Deputy Headteacher, School Bursar or Deputy Bursar. All claims must be made within three months of the event.

Claims will be settled via payroll.

5. Configuration History

Version:	Date:	Author	Contributors
1.0	June 2014	Bursar	
1.1	June 2016	Bursar	

Audit trail of change

Version	Date	Reason for Change
1.0	June 2014	New Policy
1.1	June 2016	Policy Review

Authorisation

Name	Date	Signature
Dr D Watson	June 2016	