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SCHEME FOR REIMBURSEMENT OF TRAVELLING AND SUBSISTENCE EXPENSES

**ADOPTED AT THE MEETING OF THE LOCAL ADVISORY
BOARD**

HELD ON:

CHAIR OF GOVERNORS:

HEADTEACHER:

This policy to be reviewed every three years

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1. General Principles

The scheme aims to reimburse employees for excess expenses incurred when travelling in the performance of their duties while upholding the Trust's requirement to sustain cost efficiency.

The Human Resources Officer/Business Manager will check claims for excessive mileage claims. Where a claim is deemed to show excessive mileage this will be queried.

Employees must abide by the law whilst driving.

2. Budget holder's Responsibility

Budget holders are responsible for approving expenses claims in accordance with the Scheme and for notifying the employees they line manage if claims are submitted which do not comply.

3. Employee's Responsibility

Employees are responsible for keeping travelling costs to the lowest practical level and ensuring that expenses are accounted for accurately.

Employees wishing to use their own private vehicle for business use must have a valid Driving Licence that is valid for the UK and for the class of vehicle they drive for work.

Drivers will be required to provide proof of their driving entitlement by accessing the DVLA's Share Driving Licence service online as per the guide in **Appendix 1**. The licence check code and last 8 characters of their driving licence number should be given to the **Human Resources Officer/Business Manager**.

The law requires all persons who drives on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally, in connection with the business must be covered for "class 1 business use."

The driver must ensure that their vehicle is roadworthy and legal with a current MOT (where applicable).

In order to make a mileage claim, the above mentioned documents must be presented to the **Human Resources Officer/Business Manager**.

Employees are responsible for submitting their travel claim each month by the required deadline.

4. Entitlement To Claim

All staff are eligible to receive the benefits described in this document.

All staff are eligible to claim excess mileage incurred over and above their journey from home to their main place of work and any premises which the Trust currently has or may subsequently acquire.

Bus fares/car park/toll charges will be reimbursed provided that receipts accompany the claim.

Rail travel should be booked through the school finance team.

If, however, it has not been possible to book rail travel through the school finance team, an employee can purchase their own second class travel tickets which will be reimbursed through the finance team by completing a staff expenses claim form and attaching the rail tickets and receipt. All claims should be authorised by the budget holder.

Normally, no reimbursement will be made for taxi fares. However, in exceptional circumstances, i.e. when public transport is not available, taxi fares may be paid, subject to approval by a member of the Senior Leadership Team. The receipt must be submitted to the school finance team along with a staff expenses claim form for reimbursement. All claims should be authorised by a member of the Senior Leadership Team.

5. Rates Payable

Reimbursement will be made in accordance with HMRC Approved Mileage Allowance Payment Scheme (AMAPS). Rates payable are as follows:

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

6. Subsistence

Employees who are required to have an overnight stay in the UK in the performance of their duties must ensure that accommodation is booked through the school finance team. If the accommodation is for bed and breakfast only then a Subsistence Allowance will be paid for an evening meal on the evening of their stay.

The Subsistence Allowance amount is:

Evening Meal: Maximum £15.00

A receipt is required for the amount spent but will only be reimbursed up to the maximum amount of £15.00.

If a receipt contains meals for several employees, each employee must submit a claim for their own expenses and submit a copy of the receipt with their claim. All claims must be authorised by a budget holder.

Expenses for alcoholic beverages are not payable.

7. Procedure for Claiming Travelling Expenses

Claims for travelling expenses must be submitted by completing a Mileage Claim Form.

Claims must be authorised by a budget holder and submitted to the Human Resources Officer / School Business Manager, no later than the 2nd of the month to ensure payment in that month.

Any claims received after this date will be processed in the next available pay month.

Claims must be submitted on a monthly basis for expenses incurred during that calendar month for payment the following month.

Claims for subsistence must be claimed through the school finance team by submitting a staff expenses claim form along with the receipt. All claims should be authorised by the budget holder.

How to share your driving licence details

Use this guide to provide information on your driving entitlements and any endorsements. For example, when hiring a vehicle or applying for a job.

1 Go to:
www.gov.uk/view-driving-licence

2 Enter your driver number, National Insurance number and the postcode shown on your current driving licence:

Your driving licence number
Example: MORGA753116SM9IJ

MORGA753116SM9IJ

Your National Insurance number
Example: MQQ123456C

MQQ123456C

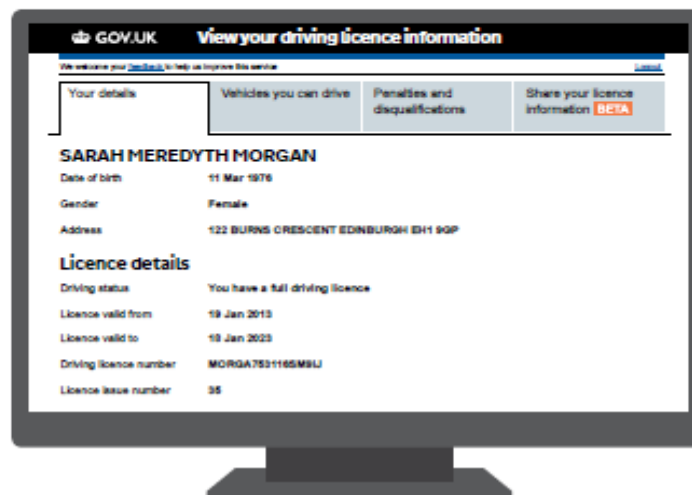
Postcode
Example: EH1 9GP

EH1 9GP



Tick when you have read the privacy notice and click on the 'View now' button at the bottom of the page.

3 You will now be able to view your driving licence information. To **share** your driving licence with another person, select the "Share your licence information" tab (highlighted in red below).

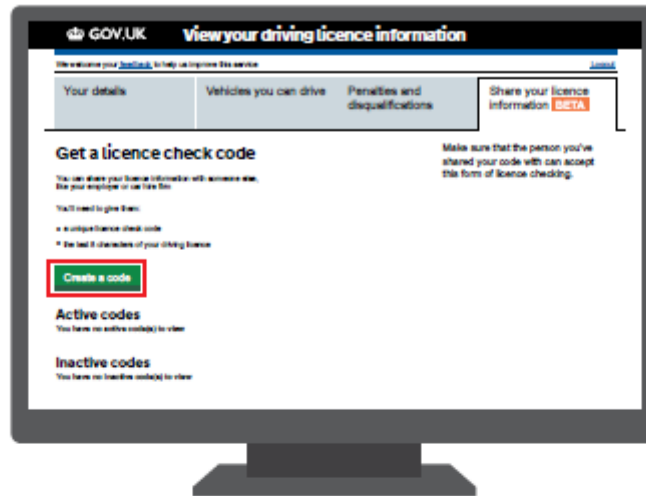


Further steps
are shown over
the page >

OOJ/15/22/5 (share)
7/15

4

Click on the 'Create a code' button.



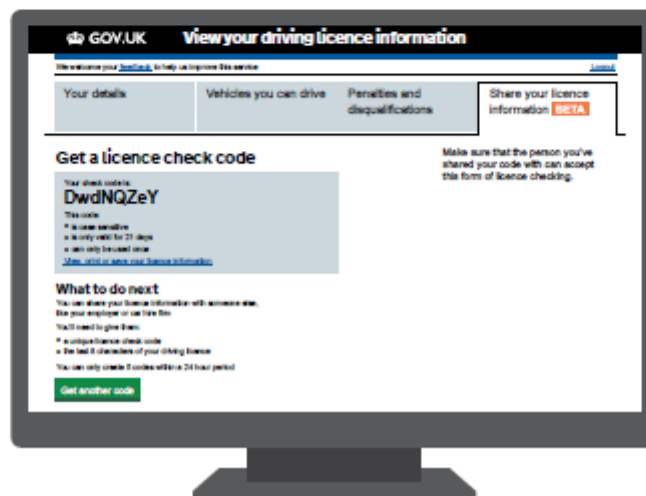
5

You will now be shown a check code which is case sensitive.

Pass this check code onto whoever needs to view your driving licence. You will also need to provide them with the last 8 characters of your driving licence number.

The check code is valid for 21 days and can only be used once.

You can also download a summary of your driving licence by selecting 'View, print or save your licence information'.



For further information, please visit www.gov.uk/dvla/nomorecounterpart