



**St.Cuthbert's**  
Roman Catholic Academy Trust

## **Travel and Subsistence Policy**

<b>Policy reviewed and adopted by the Board of Directors</b>	<b>15 June 2016</b>
<b>Version</b>	<b>1</b>
<b>Review frequency</b>	<b>Annually</b>
<b>Date of next review</b>	<b>June 2017</b>
<b>Responsible Officer</b>	<b>CFO</b>

## 1.0 Introduction

St Cuthbert's RC Academy will reimburse expenses incurred wholly, exclusively and necessarily in the course of the Academy's business.

The policy covers all types of travel and reimbursement costs incurred on St Cuthbert's business, excluding normal travel to and from place of work.

## 2.0 Principles

This policy will apply the following principles:

- All business journeys/expenses will be pre-approved by your line manager prior to incurring expenses;
- Reimbursement will be against actual expenditure incurred and fully itemised receipts;
- Expense claims must not be used to circumvent the academy's procurement procedures (eg to buy stationery or text books);
- Unless pre-agreed by the Head teacher or the CFO, the most economical mode of transport will always be used, this will include car sharing where two or more people are making the same journey;
- Train fares will be booked by the administration team;
- St Cuthbert's RC Academy will not reimburse any 'entertainment' expenses, eg, buying meals for others unless there are exceptional circumstances and this has been approved by the board of directors;
- Claims should be made on the Travel and Subsistence Expense Form;
- All claims must be submitted for payment within 90 days of the expense being incurred.

## 3.0 Travel

### 3.1 Mileage rates

Private car and private motor cycle

Where a privately owned car or motor cycle is used for authorised academy business, reimbursement will be at the following rates.

Car                    45p per mile, first 10,000 miles per annum  
                          25p per mile, all mileage over 10,000 miles

Motor Cycle    24p per mile

Bicycle            20p per mile

Where employees are claiming mileage on journeys made from and/or to home, the normal home to work/work to home mileage should be deducted from the total mileage.

Car hire may be more economical for travel in the UK, where this is the case this must be approved by the budget holder and will be booked by the Administration team, one weeks notice is required. Where a hire car is used, fuel will be reimbursed based on actual spend, the receipt must be provided in all cases and only sufficient fuel for the journey purchased.

There may be occasions when two or more members of staff will be travelling to the same venue, when this is the case it is expected that they will travel together in one vehicle. Where, due to the start or termination of the journey, this proves impractical, prior approval of the head teacher or CFO is required to travel in separate vehicles.

Employees using their own vehicle for work related travel must ensure that the vehicle is roadworthy, has a valid MOT certificate and is insured with appropriate business related cover. The trust has the right to do spot checks to ensure staff hold the correct MOT, insurance and driving licenses. These costs are the responsibility of the employee.

### **3.2 Parking/tolls**

Receipted car parking charges will be reimbursed for employees incurring additional expenditure on car parking owing to travel on business.

Fees for use of a Toll road or bridge will only be paid when this is a more economical route than the alternative route. In order to claim this, a receipt for the toll or bridge fee must be produced where possible.

### **3.3 Train**

Train travel will be booked by the Administration Team. Where possible travel should take place at 'off-peak' times to obtain the most economical rail fares. Tickets should be booked at least a week in advance to enable work to be undertaken during journeys and obtain economical rates. Travel will be standard class.

### **3.4 Taxis**

Taxis should only be used in cases of urgency or where no public transport is reasonably available or to ensure safety and welfare of employees travelling alone.

They may also be used if public transport was the main mode of travel and in order to reach the destination, is the only practical option.

Reimbursement will only be made against receipts.

## **4.0 Subsistence**

Employees should not normally claim for subsistence. In the event of an overnight stay a maximum of £10.00 can be claimed for breakfast and £18.00 for an evening meal. Alcohol will not be reimbursed in any circumstances.

Hotels may not be booked without prior approval of the Head teacher and/or CFO. Where the journey is less than 1.5 hours away by the most economical mode of transport, overnight accommodation will not be approved for a single day trip. For trips of longer duration, the employee must present a case to the Head teacher/CFO for approval.

Use of hotels and hotel rates will be challenged and the lowest rate negotiated by the Administration team.

A VAT receipt for is required for all expenses claimed.

## **5.0 Claims and payments**

Claims must be made on the form which will be located on the Academy O drive. All

claims must be supported by receipts.

Payments will be made through payroll directly into the employee's bank account. Payments will not be made from "petty cash".

### **6.0 Overseas Travel**

It is not anticipated that any overseas travel will be undertaken or required in the normal course of business. Therefore any overseas travel must be pre-approved by either the Chair or CFO. All travel plans and claims must follow the same principles as for UK travel. The academy will not reimburse alcoholic beverages or any personal expenditure incurred.