



Wardle
Academy Trust

EXPENSES POLICY

Expenses will be reimbursed where they are incurred in the normal course of duties according to the following guidelines:

Travel

- Travel expenses will be reimbursed at the equivalent of standard class rail fare wherever practical. If the claimant chooses to travel by car when the train would have been a viable option, only the cost of the rail fare for that journey will be reimbursed. In this case, please obtain an estimate from www.nationalrail.co.uk or www.trainline.co.uk for the cost of your journey to submit with your claim.
- If you choose to travel by train and are travelling a significant distance, please check with the Headteachers PA in the first instance as school has a business account with Virgin Trains. Please give as much notice as possible as advance fares will be much cheaper.
- Obviously this is not always practical due to location, number of changes, connection times etc and in this case, expenses will be paid at the rate of 40p per mile. This applies to travel for courses, meetings, home visits, taking pupils to hospital, conveyance of absconding pupils, visits to other schools/establishments and any other travel necessary to carry out your duties. Wardle Academy currently has no positions which attract an Essential Car User allowance so the rate of 40p will apply to all mileage claims.
- If your journey requires you to leave from and/or return to your home rather than school, only the additional mileage will be claimable – you must deduct the distance from home to work from your total mileage claim.
- Where public transport fares are to be reclaimed, the appropriate train or bus ticket and / or receipt must accompany your claim form.
- Taxi fares are claimable where there is no viable alternative – again a receipt will be needed to reclaim these costs.
- Parking costs and congestion charges can also be reclaimed upon production of the receipt. However, please note that parking fines and fines for non-payment of congestion charges are **always** the responsibility of the driver!
- All of the above expenses will be paid through your salary (unless you are significantly “out of pocket” in which case a cheque may be arranged) but will **NOT** generally be subject to deductions in respect of tax or national insurance.

Exceptions

*“Home To Work” travel is not claimable except in exceptional circumstances and this must be agreed with the headteacher in advance. This means that travel expenses for attendance at parent’s evenings, options evenings, musical evenings etc are **NOT** claimable. If any such expenses are agreed, they will always be subject to Tax and National Insurance.*

Accommodation

Accommodation costs are refundable where an overnight stay is necessary but this **must** be agreed with the headteacher in advance. If accommodation is authorised, please ensure you look to obtain the best rates for the area you are visiting. The finance department are available to help with this if necessary.

Subsistence

A subsistence allowance may be payable in certain circumstances but again this must be agreed in advance of your trip and receipts must be provided.

Receipts

All receipts should be VAT receipts wherever applicable and if a claim is submitted without the appropriate receipt, reimbursement either in part or full will be at the discretion of the head. All receipts submitted should contain **only** the items for reimbursement and not include personal items/goods.