



# Staff Expenses Policy

## Everyone Matters Schools Trust Central Policy



<b>Policy Owner</b>	Principal and Trustees
<b>Scope of the Policy</b>	This policy applies to all of the school community
<b>Last reviewed by trustees</b>	<b>May 2023</b>
<b>Next review due</b>	<b>May 2025</b>
<b>Summary of key changes</b>	No changes
<b>Committee Responsible</b>	

## **1. PURPOSE**

- 1.1 The purpose of this policy is to provide guidance to members of staff when claiming expenses which have been necessarily incurred by them when undertaking activities on behalf of the Academy. The policy includes details of types of expenses that may be claimed, and the procedure for making a claim.

## **2. SCOPE**

- 2.1 This policy refers to employees of The Everyone Matters Schools Trust and all schools that form part of the trust. This policy is to be used in conjunction with the Rainford Financial Procedures Manual.

## **3. REIMBURSEMENT**

- 3.1 As a general principle a member of staff will be reimbursed in full for expenses wholly, necessarily and exclusively incurred in the course of the Academy's business.
- 3.2 All funds held and disbursed by the Academy, whatever their source, are subject to the terms of this policy. In order to avoid subsequent difficulties, any expenditure not clearly falling within the procedures contained in this manual should be discussed in advance of any expense being incurred with the Business Manager.
- 3.3 The Academy reserves the right to refuse reimbursement for any claim which does not conform to the policy.

## **4. AUTHORISATION OF EXPENSES**

- 4.1 All expenses must be sent into finance on the appropriate form with the approval signature of the budget holder.
- 4.2 Claims must then be approved by the Director of Business and Finance before these can be paid.

## **5. PETTY CASH EXPENDITURE**

- 5.1 Petty cash may be claimed up to the value of £30 in cash through a petty cash request form.
- 5.2 Any claims up to the value of £50 will be paid via the weekly bacs system.
- 5.3 All petty cash expenditure must be agreed in advance with the respective budget holders and kept to absolutely essential purchases only.

## **6. TRAVEL EXPENDITURE**

- 6.1 The most cost effective mode of transport should be used when travelling on school business.
- 6.2 The reclaimable amount is any extra cost incurred above the normal home to place of work cost. The mileage rate paid is 45p per mile for the first 10,000 business miles and 25p per mile thereafter.

- 6.3 In relation to rail travel to events on behalf of the school, standard rail fare will be purchased on your behalf through the finance office. Should you request this is upgraded to first class rail travel, the difference in cost will be paid by the employee.
- 6.4 Where public transport is impractical eg late night travel or time implications, the Academy will reimburse the cost of taxi fares incurred whilst travelling on school business.

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