

KING INA



CHURCH OF ENGLAND ACADEMY

## King Ina C of E Academy

### Staff Allowances and Expenses Policy

Date Adopted:

11<sup>th</sup> March 2019

Signature:

G. LOAD

Review Date:

March 2021

#### POLICY STATEMENT ON STAFFS' ALLOWANCES AND EXPENSES

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. 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 policy should be discussed in advance of any expense being incurred with the Academy Business Manager / Academy Finance Manager.

## **POLICY STATEMENT ON STAFFS' ALLOWANCES AND EXPENSES**

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

### **1. Travel and subsistence**

Mileage may be claimed when the distance/mileage exceeds the normal distance/mileage between home and the academy when staff members are required to attend on business related work for the Academy (e.g. meetings, training courses, visits to other providers, etc). Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport, where available, is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.

Mileage allowance will be reimbursed at the following rates:

- Car mileage allowance at HM Revenue and Customs Authorised Mileage Rate, currently 45p per mile
- Motorcycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 24p per mile
- Bicycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 20p per mile

### **2. Childcare or babysitting expenses** (actual cost incurred outside normal working conditioned hours / days):

Where a member of staff does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence to attend meetings, training courses or representing the academy; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a babysitter.

### **3. Care arrangements for an elderly or dependent relative** (actual cost incurred outside normal working conditioned hours / days):

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the staff member would have provide during the period of their absence.

### **4. Staff members with a special need** (actual costs incurred)

Where the academy does not provide facilities or equipment to enable a member of staff for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

5. **Telephone charges, photocopying costs and stationery** (actual costs incurred)

These may be reimbursed where staff are unable to use the facilities of the academy in the performance of any duty on behalf of the Academy. Staff must keep a written record or obtain a receipt, where possible, relating to the expenditure so incurred.

6. **Meals** (reasonable and necessary costs incurred, applicable outside normal working conditioned hours / days).

7. **Accommodation** (arranged by the academy)

When staff are required to attend Academy related work (e.g. meetings, training courses, visits to other providers, etc) which may require overnight accommodation the need will be assessed by the Headteacher / Deputy Headteacher and/or Business Manager. The accommodation will be arranged by the Academy ensuring best value for money.

8. **Claiming**

Claims should be made within one month from when the expense was incurred and prior to the end of the financial year in question. Claims must be made on the academy's Expense Claim Form available from the school office and be authorised by the Headteacher / Deputy Headteacher or Academy Business Manager and **supported by receipts**.

Claims will be subject to an independent audit and may be investigated by the Chair of Finance, if they appear excessive or inconsistent.

