



Bellevue Place

EDUCATION TRUST

BPET Expenses Policy (Staff)



Kilburn
Grange School
LEARN ENJOY SUCCEED

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal period	2 Years
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BPET Expenses Policy (Staff)

1 Introduction and General Principles

All staff have a responsibility to ensure that financial and other resources entrusted to Bellevue Place Education Trust and its schools are used to best effect in order to further the best interests and the purpose of the Trust. This policy provides staff with detailed guidance on the procedures to follow when incurring/claiming expenses (e.g. travel and subsistence, course fees) through an expenses claim which are required wholly, necessarily and exclusively for the performance of their duties.

There is a requirement on all staff that they should not incur any personal financial benefit through their employment by Bellevue Place Education Trust other than their agreed salary. Any breach of this requirement may lead to disciplinary procedures. Staff with budgetary responsibility are required to disclose any pecuniary or other interest they may have with Bellevue Place Education Trust's suppliers by means of the [BPET Conflict of Interest Policy](#).

Staff must also be aware that public relations and perceptions require that Bellevue Place Education Trust not only has a rigorous, effective and transparent Expenses policy (Staff) in place, but also that no misleading or unfortunate impression can be created in the application of the policy. Accordingly, the Independent Reviewer in conjunction with the external auditors will be requested to carry out periodic targeted reviews of the application of the policy.

2 Scope

Claimants – Staff expenses

The Trust or School will reimburse staff for all reasonable expenses wholly, necessarily and exclusively incurred in the performance of their duties, such as travel, subsistence and accommodation. Consideration should always be given to using the most practical and cost effective method of travel. The Trust is required that expenses records are kept and to facilitate this all reimbursement claims must be paid via the payroll system on completion of an expenses claim form by the employee. All expenses must be claimed with on the staff expenses claim form or through the charge card. Expenses will not be paid in any other way.

Procedure for claiming expenses using expense claim form

Any school staff claiming expenses (except Headteacher) need to be authorised by the Headteacher who should sign the claim form and approve as long as the receipts are attached. The school needs to inform the payroll provider to pay the staff.

Once submitted to payroll please scan the claim form (scans of receipts are not required) and forward to finance@BPET.co.uk to enable the correct posting of the entries. Originals should be filed at school and available for review by Trust or auditors

For Headteacher expenses please send your completed expenses forms with receipts to the Chief Executive for approval. These are then provided to the Head of Finance who email the payroll provider to get them paid.

Central Trust staff need their expense claim forms counter signed by the Chief Executive or Chair of the Trust Board for the Chief Executive.

This procedure gives segregation of duties and meets the auditor requirements.

Claims need to be submitted within two months of the end of the period. Claims submitted outside this period may not be paid.

Travel Considerations

Home to school travel - Staff are responsible for the cost of all travel between their home and their contractual primary place of work.

Relocation to a temporary place of work - journeys between home and temporary place of work - if you can demonstrate that your journey from home to a temporary base (or vice versa) incurs excess travel costs, the excess costs will be reimbursed. Full details of the excess costs must be provided on your expense claim.

- **Private cars** - staff may use their private cars for school purposes and will be reimbursed at the appropriate rates set by the Trust.
- **Travel with a spouse or partner** - if a spouse or partner who is not employed by Bellevue Place Education Trust accompanies a member of staff, the traveller must bear the cost of their spouse/partner. It is not permitted to downgrade the travel or accommodation booked in order to fund travel costs for a companion.

Frequent traveller schemes and personal incentives - membership of a frequent traveller scheme must not deflect from using the most cost-effective option presented. Bellevue Place Education Trust will not reimburse frequent traveller membership fees.

Private Cars & Driving

Private cars may be used for journeys of less than a 200 mile round trip. It is generally more cost effective to use an alternate method for journeys greater than 200 miles. Where a journey of greater than a 200 mile round trip is to be undertaken in a private car, prior approval should be sought from the Line Manager. Drivers undertaking long journeys must allow sufficient time for the journey, and make regular stops to ensure their well-being and alertness.

Any parking, Road Traffic Act fines, congestion fines or penalties incurred are the personal responsibility of the member of staff and will not be reimbursed by Trust or School.

Drivers will be reimbursed for Congestion and Toll Charges incurred subject to production of receipts, where available. Congestion Charges will only be reimbursed at the daily rate, so the driver must ensure that payment is made before the deadline. No tolls or congestion charges can be claimed for travel between home and work.

Drivers must ensure that their private vehicle is adequately insured for appropriate business use, as the driver is personally liable for any incident.

Drivers must ensure the roadworthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.

Taxis

The Trust or School will reimburse the cost of taxis only if this is the cheapest or most appropriate means of reaching or returning from a third party location to the School, or transporting Trust or school property. The current HMRC exemption for taxis and late night working is:

- The journey occurs because the employee is required to work later than usual at the Headteacher or Chief Executive’s discretion; and
- Late working is irregular; and by the time the employee finishes work, public transport is:
 - Either unavailable for the journey home; or
 - It is unreasonable to expect the employee to use it; and
 - The transport paid for or provided by the employer is by taxi or similar private road transport.

When travelling by taxi, a receipt must be obtained. Where possible, the claimant should obtain prior approval from their Line Manager before using a taxi. Travel by taxi should be kept to a minimum and normally only used under the following circumstances:

- Where heavy baggage or equipment is being transported;
- Where no public transport is available;
- When a member of staff has a temporary or permanent mobility issue, or;
- Where personal security is perceived to be an issue.
- Where there are a number of people using the taxi

2.1. Rail

The cost of standard class rail travel will be reimbursed. First class rail travel is only permitted where the authorising line manager considers that the need for a working environment, use of portable computer equipment for example, is justified given the length of journey, nature of journey and cost of journey. The only exceptions are where it can be demonstrated that it is the cheapest ticketing option of all available tickets.

Significant savings can usually be obtained by booking well in advance and specifying outward and/or return journeys at time of booking.

2.2. Air

Wherever practicable, audio conference facilities and video conference facilities should be considered as an alternative to travelling. For travel within mainland UK and to/from Eurostar destinations rail is the default mode of travel over air unless it is a more cost effective (including time cost) method of travel. Staff should travel economy class and book directly with a low cost carrier (e.g. Easyjet, Ryanair)

Prior approval to travel by air must be sought from the Chief Executive. Bookings will be undertaken by central trust staff once approval has been given. Significant savings can be obtained by specifying outward and/or return journeys at time of booking. Some airlines will also allow changes to fixed tickets for an additional charge and this may be cheaper than buying a flexible ticket. Fully flexible tickets should only be requested when absolutely necessary.

2.3. Subsistence

When staff are working away from the school and meals are not provided as part of the purpose for travelling (e.g. attendance at a conference), staff may claim the actual cost of relevant meals on presentation of receipts, up to the limits (excluding VAT and service) below. All claims must be supported by appropriate detailed VAT receipts or invoices These limits take account of the fact that staff would normally incur a domestic cost for meals in any case:

Meal	Limit (excluding VAT & Service)
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Breakfast	£7
Lunch	£7
Dinner	£18

If certain meals have been provided for you, such as breakfast being included in the accommodation charge or location catering provided for lunch, only the other meals may be claimed.

If one member of a team pays a bill on behalf of other members of staff, details of the reason and location and the names and staff numbers of staff must be shown on the expenses claim of the individual submitting the claim. Claiming shares of joint expenses is not permitted under any circumstances. Claims cannot exceed the number of staff multiplied by the relevant per head cost for the type of meal.

Alcoholic drinks will not be reimbursed under any circumstances.

2.4. Overnight Accommodation

Overnight stays must be pre-approved by Headteacher, Chief Executive or Chair of the Trust Board where applicable. If you have to stay away from your school or the Trust office overnight because it is impractical for you to return home, Trust or the school will pay for the cost of a standard room with bathroom facilities. Employees are expected to ensure that the costs incurred are reasonable, taking into consideration the location and length of stay.

The cost of the room should not normally exceed the following limits. These limits will be the maximum claimable, with receipts, unless there has been prior approval of your line manager after special consideration of the circumstances:

Overnight stay outside of London (and other similar lower cost destinations)	Cost per night (Incl. VAT)
Room Only	£100.00
Bed and Breakfast	£108.40
Dinner, Bed and Breakfast	£121.60

Overnight stay in London (and other similar high cost destinations)	Cost per night (Incl. VAT)
Room Only	£135.00
Bed and Breakfast	£143.40
Dinner, Bed and Breakfast	£156.60

Minibar, alcohol, newspapers, phone (unless used specifically for school business) and TV/DVD bills for any Trust or school related travel or event will not be reimbursed.

3 Gifts and Hospitality

All gifts and donations with a value of £50 or higher and hospitality with a value of £75 or higher must be reported in the Register of Gifts and Hospitality. Before accepting or giving of any gifts, consideration must be given to the Bribery Act 2010 and whether acceptance may create a conflict of interest.

All staff should refer to the Gift & Hospitality policy in the BPET Financial Handbook before considering giving or receiving a Gift or Hospitality.

4 Business phone calls

When staff use their own home or mobile phone on School or Trust business, the cost of business calls will be met on production of an itemised bill where these calls have resulted in exceeding any free air time allocated. The Trust or School, will pay no rental charges. HM Revenue & Customs will only allow the Trust or School to reimburse the business call costs.

The Trust or a School will not meet the cost of phone cards for pay as you go mobiles except where these have been purchased by the school for the use of school employees when they are on a school trip or event away from the school.

The Trust or the School will meet the cost of business calls from a callbox or hotel room, provided details of the call, including the length and to whom, are included on the expense claim.

5 Provision of Mobile Phones / Laptops

All teaching staff are given the option to have a school laptop for planning and administrative purposes as well as electronic registration.

Smart phones are provided to certain members of staff to enable them to carry out their job effectively. The use of the mobile phone for reasonable private use is permitted as long as it is not significant.

6 Purchases of equipment, books or educational resources

Computer Hardware and Software – equipment provided to employees remains the property of the school. Staff should not purchase computer hardware and software themselves. All such equipment should be procured through the Trust's tendered supplier – currently Joskos or Silverbug, unless alternative arrangements have been agreed in writing by the Trust/IT supplier.

Computer consumables – in most instances these should be purchased through normal purchasing arrangements although it is acknowledged that there will be certain situations where these need to be purchased locally and claimed as an expenses

Books or educational resources – The purchase of items that will become the property of Bellevue Place Education Trust are made centrally via the Trust's order processing and procurement system. Staff members should not purchase such items using their own resources except under exceptional circumstances e.g. when taking advantage of an offer on a course or at an exhibition.

- 6.1. The maximum value of such purchases is £100.
- 6.2. Purchases by individuals over £100 must have line manager approval before the purchase is made.
- 6.3. Such purchases should always be claimed with a valid VAT receipt. Credit card slips or statements will not be accepted as evidence of business expenditure. The VAT receipt must include the name and address of the retailer, the retailer's VAT registration number, the date of the purchase, details of what goods or services have been purchased and the VAT inclusive value of those goods or services in sterling.

7 Supplier loyalty schemes e.g. Tesco Clubcard or Nectar points

Staff must not link their own loyalty cards to accounts held in the school's name.

8 Claim Form

Expenses should be claimed on the expense claim form where these have been incurred utilising the individuals' private accounts, which must be authorised by the Line Manager, Headteacher, Chief Executive or Chair of Trustees.