

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Expenses Policy

LAST UPDATED	(by) School Business Manager	February 2024
LAST REVIEWED	(by) Resources, Audit & Risk Committee	January 2024
POLICY TYPE	Non-Statutory	
REVIEW DATE	Annually – January 2025	
RESPONSIBLE		
Leadership Team	School Business Manager	
Governing Committee	Resources, Audit & Risk Committee	
APPROVED	Approved by Governors	
	Meeting Date	
UPDATE: Shared Drive Website (if applicable)		

Courage Commitment Compassion

Travel Expenses

Newlands Girls' School will reimburse staff for all necessary travel, accommodation and other expenses incurred whilst engaged in authorised school business. This does not include normal day to day travel between home and school.

All staff are required to travel in the most cost-effective way possible. Car sharing should be used wherever possible. Public transport should be considered if it is a cheaper option.

Staff with mobility problems will be given extra consideration for payments of items such as taxi fares.

Staff can claim mileage at 45p per mile, as per the HMRC approved mileage allowances. A mileage claim form can be completed and should have a valid petrol receipt attached if possible.

Staff must retain all receipts for the relevant public transport and attach them to a claim form. If there is no receipt then no reimbursement will be made.

Car parking and toll charges incurred on school business are reimbursable.

Under no circumstances will the school pay for any fine incurred such as speeding, parking, unpaid congestion and low emission zone penalty charges.

Subsistence

If staff attend an event on school business where food and drink are not provided to the participants they may claim for the cost of a meal and a drink to the value of £10. Alcoholic drinks will not be reimbursed under any circumstances.

Receipts for subsistence must be kept and attached to the claim form.

Claims for travel and subsistence must be itemised on a 'Claim for Mileage and Expenses form'. The form must have VAT receipts attached wherever possible. When complete the forms must be passed to the finance office where authorised signatures will be sought before processing through payroll.

Reimbursement will be through payroll so claim forms received by the 4th working day of the month will be reimbursed the same month via BACS.

Lunches on School Premises

Lunch will be provided by the school to any staff who undertake additional duties at lunch time beyond any duties required within directed time expectations, up to the value of £3.40 including VAT where appropriate. Where staff are staying at school in order to facilitate parents' information evenings, staff may pre-register so that an order can be placed with the school canteen for a snack such as a sandwich and drink which is collected before the event.

Laptops / Mobile Phones

These will be provided to staff where they are deemed necessary in the performance of their duties. They must be returned to the school when the staff member ceases employment with the school.

In the case of mobile phones, the school will pay any costs associated with the use of this equipment. Staff that utilise the mobile phones are advised to only use them for school purposes and therefore as any private use is minimal no costs for such use will be recovered as this is considered to be time consuming and immaterial. Such mobile phones must be returned to school when the staff member ceases employment with the school.

Staff Purchases

Staff should only pay for goods from their own money if this has previously been agreed with the School Business Manager and Budget Holder. A VAT receipt must be provided. An 'Expenses Claim Form' must be completed and authorised, reimbursements will be paid by BACS to the staff bank account.

The relevant claim forms can be found in the staff room and the finance office.

Abuse of any item covered in this Expenses Policy will result in disciplinary action.