SPARKEN HILL
ACADEMY

Expenses & Allowances Policy

Rev	Date Issued	Prepared By	Approved	Comments
1.1	November 14	LA	RTL	Adopted County Policy
1.2	June 2021	VMD	RTL	Revised due to LA copyright. Staff and Governor Expenses amalgamated into one policy
1.3	June 2022	VMD	RTL	No Changes

EXPENSES POLICY

The governing board is committed to ensuring that public funding and other resources entrusted to the school/academy are used properly and efficiently, and that best value is achieved at all times. The governors recognise that the payment of expenses from public funds is a sensitive matter which must be handled appropriately and every effort is made to keep expenses to a minimum.

This policy provides guidance about expenses which can be reimbursed to:

- Members, trustees, directors and governors of academies and local governors in multi-academy trusts.
- Members of staff of state funded schools/academies (employees).

Reimbursement of expenses

Expenses will only be reimbursed where:

- They have been wholly and necessarily incurred on behalf of the academy.
- They have been agreed in advance – please note that staff are not expected to purchase items for the academy from personal monies and therefore should seek permission prior to doing so.
- Amounts charged are incurred in accordance with this policy.
- Either:
    - They are supported by receipts from a supplier. Credit card slips do not constitute receipts from a supplier and expenses incurred will not be reimbursed on the basis of the submission of credit card slips alone.

      Or

    - They are for mileage incurred on the school's business supported by a log of miles travelled and the reason for the travel.
- They have not been reimbursed by another party and the claimant has signed a claim form to state that this is the case.
- The claim forms have been authorised as follows:
    - In the case of a member, trustee, director or governor, claim forms will be submitted for approval to the chair of governors or chair of the finance committee to be presented to the finance committee for final approval.
    - In the case of employees, claim forms will be authorised by the principal (or in the case of the Principal's expenses, authorised by the Chair of Governors / Chair of Finance).

Claims delayed by more than three months after the expenditure was incurred will not be reimbursed.

In the case of members, directors, trustees and governors all claims will be subjected to independent audit. Any claim that appears excessive or inconsistent will be investigated by the chair of governors (or chair of finance in respect of the chair of governors). A report will then be produced for the finance committee who will decide on the action to be taken.

Breaches of policy, abuse and inappropriate claiming/authorisation of claims under this policy will be investigated and may lead to disciplinary action in the case of employees.

In the event that the position regarding the reimbursement of expenses is unclear, further advice can be obtained from the Business Manager. Advice should be obtained before incurring the expenditure.

Expenditure which will not be paid out of school/academy funds

The following types of expenditure will not be paid out of school funds (maintained schools):

- Alcohol purchases.
- Parties/meals for employees.

The purchase of gifts for employees must be inline with the academies Gifts & Hospitality policy and Academies Handbook.

The Academy Gifts & Hospitality Policy includes a register of all gifts purchased and received by employees, this is reported to governors throughout the finance period.

Responsibilities of the person authorising claims

All claims for the reimbursement of expenses must be made on an official claim form and independently authorised in accordance with the school's written scheme of delegation.

By authorising a claim the authoriser confirms that:

- The expenses were wholly, necessarily and exclusively incurred on behalf of the school.
- There is sufficient money in the budget to meet the costs involved.
- Due consideration has been given to achieving value for money.
- Valid fully itemised original receipts (which excludes photocopies or credit card transaction slips) to substantiate the claim have been provided by the claimant and these do substantiate the claim.
- In the case of mileage, that the log of mileage presented with the claim has been checked by the Academy office.
- The expense claim adds up correctly.

Expense claims that do not meet these requirements will be returned to the claimant, which may delay or prohibit payment.

Expenses for members, directors, trustees and governors

The same rules apply to members, directors and trustees as apply to governors.

The school follows the 2013 regulations which give governing boards the discretion to pay expenses from the school's delegated budget to governors for certain expenses which they incur in carrying out their duties. The DfE also considers that governors should not be out-of-pocket when carrying out their duties.

Additional governors and interim executive board members appointed by the Education Secretary, in the case of a school requiring special measures, are paid expenses by the DfE.

Sparken Hill Academy complies with its articles of association where by a Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by them when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.

Where the use of a private car is approved, normal parking charges, congestion charges and tolls incurred on business journeys may be reclaimed.

The payment of any penalties, fines and other charges are the responsibility of the driver and the school will not make reimbursement for these. Nor will the school accept liability for loss or damage to an employee's vehicle or any part thereof.

Governors intending to claim expenses should ensure prior approval has been obtained. Once prior approval has been received, governors wishing to make claims under these arrangements should complete a claim form (obtainable from the academy office or Business Manager (and see appendix 1 & 3) attaching receipts and a log of mileage incurred and return it to the school within two weeks of when the expenses were incurred.

If an individual governor's claim is being considered or approved, that individual must withdraw from the meeting because he or she will have a financial interest in the outcome of the discussion.

The rate adopted by the governors is 45 pence per mile covers the full cost of using a private car and is inclusive of fuel. 45 pence is the maximum rate which can be paid for the first 10,000 miles in a tax year without deduction of tax under HMRC guidance. A tax year runs from 6 April in one year to 5 April in the following year. This rate has been calculated to cover fuel, depreciation, wear and tear of the vehicle and business use insurance. It is not anticipated that employees will claim mileage totalling anywhere near 10,000 miles in a tax year as they are expected to minimise travel by car.

What governors can claim

- Governors must not be paid an allowance to attend meetings.
- Governors must not be reimbursed for loss of earnings.
- Governors must make maximum use of the most efficient means of the travel options available wherever possible, for example off-peak train times, car-sharing.
- Governors can claim the actual costs that they incur in carrying out their duties as a governor or representative of the school. Claims may be made for:
    - Child care or babysitting expenses when attending governors' meetings.
    - Care arrangements for an elderly or dependent relative when attending governors' meetings.
    - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
    - The cost of travelling to meetings/training courses, at a rate agreed annually at the first meeting in September and which does not exceed the specified rates for school personnel, unless these costs can be claimed from the local authority (LA) or any other source. It is the responsibility of the governor to ensure that there is an appropriate level of insurance on the private vehicle to be used, for example on the use in connection with business and associated passengers.

- Telephone charges, photocopying, stationery, postage etc.

- Telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the school.

- Subsistence (that is, reimbursement for meals purchased that would not have otherwise been bought) which does not exceed the specified rates for school personnel.

- Reasonable overnight accommodation and subsistence (including any essential care costs), which does not exceed the specified rates for school personnel, while attending essential events such as voluntary sector conferences or specialist training courses.

- Training materials and publications relevant to being a governor.

Governors must follow the same guidance as employees about when and how much they can claim as expenses. This guidance is given below.

Expenses for employees

Reimbursement of claims made in connection with expenses ~~will~~ may be made through the school's/academies monthly payroll system. Employees wishing to make claims under these arrangements should complete a claim form (obtainable from the academy office) (and see appendix 2 & 3) attaching receipts or a log of mileage incurred and return it to the school within two weeks of when the expenses were incurred.

Travel – value for money

- Employees should seek to avoid travelling if possible.

- If travelling is essential, employees must ensure that journeys are undertaken using the most economical method, for example off-peak train times, car-sharing.

- In general, arrangements for travel by public transport, for example by rail, should be made through the school's finance office. Independent bookings may be made where the employee is able to achieve improved value for money or, in exceptional circumstances, in an emergency, and this arrangement should be discussed with the school's finance office in advance of the booking wherever possible. All receipts associated with the booking must be retained and submitted with the claim for reimbursement.

- The purchasing decision shall not be influenced by any promotional incentives such as personal cash, credit card discounts or rebates.

- Employees must not benefit personally from these incentives but should use them to offset the cost of the current or future business journeys.

- The school will not reimburse the cost of speeding tickets, parking fines, congestion charge penalties, library fines, interest or late payment penalties on credit card or any other avoidable surcharge. Fines, interest and penalties will be treated as personal expenses.

If you have had an accident or have a disability which necessitates reasonable adjustments for travelling arrangements, please discuss your needs with the headteacher before committing any expenditure.

Rail travel

- Employees are expected to book rail travel as far in advance as possible to reduce costs.

- Travel by rail must always be by standard class, and preferably at off-peak times. The school recognises that off-peak travel may not always be possible due to the need for arrival at meetings and other events at specific times.

- An open ticket may only be purchased if it is not possible to know the finishing time of a meeting or event. In this event, the booking of a restricted ticket for the outward journey should be possible.

- First class travel is possible only in exceptional circumstances and prior agreement must be sought from the headteacher. For example:

  - Where standard class facilities are not available to the person travelling, for example if the individual has special requirements.

  - Where the overall cost of the first class ticket option is cheaper than the overall cost of standard class. In this event, evidence must be retained by the school's finance office for audit purposes.

Private cars
It is the responsibility of the employee to ensure that there is an appropriate level of insurance on the private car to be used, for example on the use in connection with business and associated passengers. Any expense associated with a change to a personal insurance policy will not be reimbursed. It is also the individual's responsibility to ensure s/he holds a valid driving licence and that the vehicle is roadworthy.

Private cars should be used only under the following conditions:

- It is approved in advance.

- The journey is made by the shortest appropriate route. However, the travel time should also be taken into consideration because there may be situations where it would be significantly quicker to take a route of greater distance, eg if the longer route involves motorway travel rather than travelling on a small country road.

- Where two or more school people travel together, so that the combined cost of their journey by public transport would exceed that calculated using the mileage rates provided by the school.

- The traveller is disabled or is assisting a disabled person.

- Where bulky equipment is being carried.

- Where the destination is not accessible by public transport.

The mileage allowance of 45 pence per mile covers the full cost of using a private car and is inclusive of fuel. Note: the school should choose a rate per mile – 45 pence is the maximum rate which can be paid for the first 10,000 miles in a tax year without deduction of tax under HMRC guidance. A tax year runs from 6 April in one year to 5 April in the following year. This rate has been calculated to cover fuel, depreciation, wear and tear of the vehicle and business use insurance. It is not anticipated that employees will claim mileage totalling anywhere near 10,000 miles in a tax year as they are expected to minimise travel by car.

Where the use of a private car is approved, normal parking charges, congestion charges and tolls incurred on business journeys may be reclaimed.

The payment of any penalties, fines and other charges are the responsibility of the driver and the school will not make reimbursement for these. Nor will the school accept liability for loss or damage to an employee's vehicle or any part thereof.

Home to work travel

Employees are responsible for the costs associated with travel between their home and their place of work, which will normally be the school. Travelling costs between home and the normal place of work can never be claimed.

Taxis

Taxi fares may be claimed where suitable public transport is unavailable, where there are issues of personal safety or welfare, or in other exceptional circumstances. Such arrangements must be approved by the headteacher in advance of the travel, unless travel in an emergency proves necessary. Evidence of this approval must be attached to the expense claim form.

Subsistence expenses

In circumstances where the employee is representing the school away from the school's premises, subsistence expenses may be claimed on an actual cost basis (ie only the actual cost can be claimed if this is less than the allowable amount) within the following limits:

- There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the individual's expense.

Overnight accommodation

The cost of overnight accommodation is considered a legitimate expense where an employee cannot reasonably be expected to make the return journey to and from a meeting or event in the same day. All bookings for overnight accommodation should be made through the Business Manager or academy office upon approval of the Principal or Governors where appropriate. Bookings made by individuals will not be reimbursed, unless there are exceptional circumstances, when the prior approval of the Principal/Governors must be granted.

Entertaining and hospitality

Business entertaining

- It is recognised that there is a legitimate business need, on occasions, for representatives of the school to entertain or provide hospitality to official visitors to the school.
- When entertaining official visitors, the representation from the school should not be disproportionate to those being entertained. There should be more external guests than school employees at any one event and only essential employees should attend.
- Water, teas, coffees and other refreshments, including light lunches or a modest dinner are a permissible expense when providing hospitality to external visitors to the school, or candidates for interview. In-house catering provision will be used wherever possible.
- Hospitality costs must be authorised by the Principal in advance, who should record the reason why they feel this provides value for money to the school. The costs should be kept to a minimum and paid for through private/unrestricted funds.
- The following information must be provided to support the expense claim:
    - The names of the attendees.
    - The organisation which they represent.

- The purpose of the entertainment.
- The reason why the headteacher believes this provides value for money to the school.

Staff entertaining
School funds must not be used:

- To provide hospitality or meals for staff.
- To purchase food or beverages at restaurants or hotels for school staff and/or their families.

Where school staff are on residential training courses, personal expenditure incurred during an overnight stay such as alcohol, newspapers, private telephone calls etc, must be paid for before departure by the employee and cannot be reclaimed from the school.

Expenditure on gifts
The purchase of gifts for employees must be in line with the academies Gifts & Hospitality policy and Academies Handbook.

The Academy Gifts & Hospitality Policy includes a register of all gifts purchased and received by employees; this is reported to governors throughout the finance period

Home telephone/broadband/personal mobile phone costs
The school will not reimburse personal mobile phone rental costs, home broadband or home telephone rental costs. The school will, however, reimburse the costs of business calls made from a home telephone or personal mobile phones where these are incremental costs over and above fixed rental costs. All claims should be supported by itemised telephone bills.

Relocation expenses – new employees
New employees can claim relocation expenses of up to £8,000 if they have relocated to join the school. There are strict tax rules from HMRC on relocation and expenses.

Costs have to be incurred to be paid and the claimant has to provide evidence of this.

Some relocation costs up to £8,000 are exempt from reporting to HMRC and paying tax and national insurance. These are called 'qualifying' costs and include:

- The costs of buying or selling a home.
- Moving costs.
- Buying certain things for a new home.
- Bridging loans.

The provision of 'work tools'

Ipads and laptops are provided to certain members of staff. These are provided for work on school business only and the use of private apps is not allowed.

Work tools are not provided to members, trustees, directors or governors other than governors employed by the school, that is the headteacher and staff governors, if their employment requires this.

Arrangements for review of the expenses policy

The school's finance office is responsible for ensuring all payments are processed in accordance with the agreed rules and limits in this policy and that any other claims are brought immediately to the attention of the headteacher.

This policy will be monitored throughout the year and evaluated annually by the finance committee before the first meeting in September to consider any changes that need to be made on the advice of auditors or to reflect decisions made on any excessive or inconsistent claims that may have arisen during the year.

Further information

This policy should be read in conjunction with the following guidance:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 SI 2013/1624.
- HMRC guidance on employee expenses.
- National Governors' Association (NGA) advice to governors.

SPARKEN HILL ACADEMY

APPENDIX 1
GOVERNORS' EXPENSES – CLAIM FORM

Name of school	
Name of governor	
Address of governor	
Postcode	
Date/period expense(s) occurred	

Details of actual expenses incurred **Items marked * must be approved in advance by the headteacher**	**£**	**P**
*Child care/babysitting expenses		
*Care arrangements for an elderly or dependent relative		
*Support for governors with special needs or whose first language is not English		
Telephone charges (attach a copy of the provider's invoice having marked the calls for which the claim is made)		
Telephone/broadband rental (attach a copy of the provider's invoice and an explanation of the proportion of the cost claimed)		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Declaration of claimant

I claim the sum of £……………… for governor expenses as detailed above and confirm that my claim complies with the requirements of the school's expenses policy. I have attached relevant receipts and mileage logs to support my claim.

Signed………………………………………………….   Date………………………

Declaration of person authorising the claim

I have carried out the checks required of me by the school's expenses policy before authorising this claim.

Signed………………………………………………….   Date………………………

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APPENDIX 2
EMPLOYEES' EXPENSES – CLAIM FORM

Name of school	
Name of employee	
Address of employee	
Postcode	
Date/period expense(s) occurred	

Details of actual expenses incurred	**£**	**p**
Taxi fares		
Subsistence		
Overnight accommodation		
Business entertaining		
Telephone charges		
Relocation expenses		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Declaration of claimant

I claim the sum of £……………… for employee expenses as detailed above and confirm that my claim complies with the requirements of the school's expenses policy. I have attached relevant receipts and mileage logs to support my claim.

Signed…………………………………………………. Date………………………

Declaration of person authorising the claim

I have carried out the checks required of me by the school's expenses policy before authorising this claim.

Signed…………………………………………………. Date………………………

APPENDIX 3
CLAIM FOR TRAVEL EXPENSES

PLEASE ENSURE THAT YOUR PAY NUMBER IS NOTED BELOW, ALL RELEVANT BOXES AND SIGNATURES ARE COMPLETED AND SUPPORTING RECEIPTS ARE ATTACHED INCLUDING VAT RECEIPTS FOR FUEL. FAILURE TO DO SO WILL MEAN THE FORM BEING RETURNED AND A POSSIBLE DELAY IN PAYMENT.

Department:	**Full Name, Home Address & Contact Tel No:**		**Car Make and Model:**
Post Held:			**Exact Cubic Capacity:**
Approved Base: Sparken Hill Academy, Sparken Hill, Worksop, Notts S80 1AW		**Pay Number:**	**Scale:** **(travel is paid at £0.45p per mile (up to 10,000 per annum £0.25p thereafter)** **ESSENTIAL/ CASUAL/ UNAUTHORISED/ LEASE**

Date:	**Details of journey – starting and ending points and reason for your visit, including attendance at training course**	**Milometer Readings:**		**Mileage:**	
		At Start:	**At End:**	**Travelled:**	**Claimed:**
TOTAL MILES CARRIED TO SUMMARY OVERLEAF:					

TICKET FEES		
TYPE (TRAIN / PARKING ETC.):	**DATE:**	**AMOUNT:**

I CERTIFY that: (a) The amounts claimed are in accordance with the scale or allowances authorised and have been necessarily incurred on business authorised by the authority. (b) The car registration details are correct. (c) The insurance policy covers use on business and indemnities the Authority against third party claims. (d) As an essential car user, I will immediately notify any admin/finance department of anything that affects my	I CERTIFY that: (a) The journeys made, times for subsistence and other expenses are reasonable (b) Journeys in excess of 120 miles were authorised in advance Authorised signatory: ______________________________

lump sum entitlement, e.g. change of job, long term sickness, termination of contract etc. Signature of Claimant: ______________________________ Date of Signature: ______________________________	Print Name ______________________________ Print Job Title ______________________________ Date ______________________________