Travel, Subsistence & Expenses Policy

May 2021

<table>
<thead>
<tr>
<th>Review Period:</th>
<th>Two Yearly</th>
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<tbody>
<tr>
<td>Person Responsible:</td>
<td>Director of Finance &amp; Operations</td>
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<tr>
<td>Governing Committee:</td>
<td>Resources Committee</td>
</tr>
<tr>
<td>Date of Trustees Approval</td>
<td>May 21</td>
</tr>
<tr>
<td>Date of next Review:</td>
<td>May 23</td>
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</tbody>
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RATIONALE

Staff and other persons across the Trust may undertake travel and other duties which result in claims for travel expenses and subsistence. The nature of the travel and subsistence may vary considerably due to a diverse involvement in a range of local, national and international initiatives.

It is important that the governance of Consilium Academies Trust reflects the community it serves. As such, the board has agreed that reasonable expenses, incurred by Trustees or Local Academy Board members, may be claimed from the Trust, subject to appropriate receipts being provided in line with the terms of the policy.

In all cases the following travel and subsistence policy procedures should be followed.

GUIDELINES

a) TRAVEL

At all times the most cost effective and/or efficient means of transport should be used. Employees should consult with the Trust’s central finance team if they are in any doubt regarding the most appropriate way to travel.

Private Car Usage

Where an Employee, LAB member or Trustee, whether full or part time is authorised to use a private car, motor cycle, or bicycle on Trust business, the employee will receive an allowance as follows:

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>First 10,000 miles (per tax year)</th>
<th>Above 10,000 miles (per tax year)</th>
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</thead>
<tbody>
<tr>
<td>Cars &amp; Vans</td>
<td>45p</td>
<td>25p</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>24p</td>
<td>24p</td>
</tr>
<tr>
<td>Bicycles</td>
<td>20p</td>
<td>20p</td>
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Calculating Mileage

Commuting mileage — refers to one journey each way from home to work and work to home on normal/contractual working days and will not be reimbursed.

Journeys that start and finish at the Academy or normal place of work will be regarded as normal business mileage and will be reimbursed in full.

Journeys that begin at home, travel directly to a site address and then on to the normal place of work will be reimbursed on the basis of the actual mileage less normal commuting mileage one way.

Journeys that begin at the normal place of work, travel to a site and then on to Home, will be reimbursed on the basis of actual mileage less normal commuting mileage one way.

Journeys that start at Home, travel to a site address and then directly back to home will be reimbursed on the basis of actual mileage less normal commuting mileage each way.

LAB members, Trustees and colleagues whose contracts of employment state that they are home-based are entitled to be reimbursed for all mileage incurred on Trust business.
Insurance

Employees who use their own vehicle or a vehicle registered or insured in someone else’s name, on Trust business, must ensure that the insurance covering that vehicle is adequate. The cover must be sufficient to permit the employee to drive the vehicle for business purposes. The Trust’s system for claiming expenses, Access People, will require the employee to provide evidence that their vehicle was appropriately insured, covered by an up-to-date MOT certificate (where required) and that they hold a valid driving license before a claim is submitted.

In the event of a staff member having an accident in a private vehicle without business cover, the Trust will not reimburse any costs involved.

Car Parking Charges

Car parking charges will be reimbursed on production of a valid receipt.

The Trust is not liable for any parking fines or road traffic penalties incurred by staff, regardless of circumstances.

Other Journeys

Where employees travel by bus, train or taxi to get to a site or meeting away from their base Academy, then reasonable expenses, supported by receipts, will be reimbursed in full. At all times the most cost effective and/or efficient means of transport should be used.

Train, coach or air travel should be pre-booked using the Trust’s purchasing procedures. There is no need to incur the cost personally. If transport is not pre-booked using the Academy financial procedures, reimbursement will be made via the appropriate online claim form, via payroll/BACs, on provision of appropriate supporting documentation.

Air Travel

Where travel on business by air is more cost/time effective, this must be authorised by the Director of Finance and Operations.

Train Travel

Standard class rail travel together with the cost of reserving the seat will be paid.

Where discounted first class (or equivalent) rail fares are available, which are equal to or less than the case of the standard class fare, staff may take advantage of these. First class travel in other circumstances will only be reimbursed up to the value of the standard class fare.

b) SUBSISTENCE

Meals

Employees are entitled to claim subsistence expenses in the following situations:

- Breakfast – following an overnight stay or where they are required to leave home before 6.00am in order to attend a meeting, event etc..
- Lunch - where they are on a conference/seminar/training course away from their normal place of work and lunch is not provided as part of the event. Where staff are attending a Trust school away from their normal place of work, a free lunch will be offered by the school. No reimbursement will be made if the free lunch is not taken.
Evening Meal – as part of an overnight stay or where they working or are on a conference/seminar/training course away from their normal place of work and do not arrive home before 8.30pm.

Upon production of receipts, employees will be reimbursed for their actual expenditure up to the maximum daily allowances of £10 for breakfast/lunch and £25 for an evening meal.

Drinks

The cost of drinks can be reimbursed within the limits set out above, however no reimbursement will be made for alcoholic drinks.

Overnight stay away from home in the UK

Where an overnight stay is required, employees should request this through their Business Support Officer or the Central Team and ensure that a minimum of 48 hours’ notice is given where possible prior to the stay. The stay will be booked using the Trust’s approved supplier list and where appropriate employees have the opportunity to request an alternative hotel not on the approved supplier list if the stay is £80 or less.

Bed and Breakfast will be booked where possible if the £80 limit allows. Should breakfast exceed the £80 limit, this can be claimed through the above expenses section in line with the Travel and Subsistence Policy.

The approved supplier list will be maintained by the Central Team.

Overnight stays will not be approved unless it is necessary for the employee to safely fulfil the requirements of their role, considering the distance to travel from home, commute time etc.

Visits Abroad

Where visits abroad are not subject to specific grant rules, the type of expenses eligible for reimbursement will be agreed by the employee with the Director of Finance and Operations in advance, and all reasonable claims for accommodation, meals, refreshments and telephone calls home will be reimbursed.

c) OTHER EXPENDITURE

Purchase of books, equipment and other resources

Except in exceptional circumstances where prior approval has been granted, all purchases on behalf of the school should be made via the Trust’s order processing system.

Stationery/printing, post and courier costs – such purchases are processed centrally and should only be claimed in exceptional circumstances where it is impossible to use the Trust’s systems and resources.

Classroom or office resources – The purchase of items that will become the property of the Trust are made centrally via the school’s order processing system. Staff members should not purchase such items using their own resources except under exceptional circumstances with prior agreement from their Business Support Officer.

Such purchases will only be reimbursed on presentation of a valid receipt. Credit card slips or statements will not be accepted as evidence of business expenditure. The receipt must include the name and address of the retailer, the date of the purchase, details of what goods or services have been purchased and the value of those goods or services in sterling.

As Trustees and Local Academy Board members are providing a voluntary service, allowances will not be paid for attending meetings or any reimbursement for lost earnings. Travel and subsistence expenses can be re-claimed as set out in sections a and b in this policy.
Eye tests for Display Screen Equipment (DSE)

Staff wishing to claim for the costs of DSE eye tests should first seek approval from their Business Support Officer or HR Manager. The following process must be followed:

- The manager confirms they are a VDU/DSE user.
- The manager will advise the member of staff to make arrangements to have an eye test with an optician of their choice, and to advise the optician that they need the eye test for VDU/DSE usage.
- The member of staff attends and pays for the eye test requesting a receipt (The receipt must state that this test was for VDU use).
- The Trust will reimburse the reasonable cost of DSE eye tests up to a maximum of £25 per test.

If glasses are required, a receipt and a new prescription will be required stating that corrective eye wear are needed for VDU/DSE usage.

Reimbursement will be made up to £55 to the member of staff. The prescription must clearly state that they are needed for VDU/DSE usage, if it does not, the member of staff will not receive any payment toward the cost of new eye wear.

It is anticipated that staff will need an eye test every two years and must follow this process.

Professional fees and subscriptions

Where a job description requires membership of a professional body (must be stipulated in the staff members’ approved person specification), staff members can claim professional fees and/or subscriptions to a maximum of one professional body, recognised by HMRC, provided that the fees are approved by the relevant line manager.

Broadband and Internet Connections

The Trust will not reimburse staff for broadband or internet connections except for reasonable Wi-Fi connection costs when travelling on business.

Cash Advances

Members of staff who are about to embark on extended travel and will be required to incur expenditure while on the trip will be issued with a payment card holding an agreed amount of money. Authorisation for the use of these cards must be issued by the Director of Finance and Operations prior to the date of travel.

The payment card should then be used to make necessary purchases. Receipts must be retained and submitted to the finance team within 10 working days of return. All expenditure must conform to Trust purchasing policies.

The Trust reserves the right to recover expenditure from the next salary payment where adequate documentation has not been provided, where expenditure has been incurred for personal use or where expenditure is not in line with wider Trust purchasing policies.

Claim Forms

All expenses, mileage, parking, taxi and subsistence claims must be made via the Trust HR and Expenses System. Payments will be made by on a monthly basis, via payroll. All claim forms must be supported by appropriate receipts. Claims must be authorised by the relevant budget holder or line manager via the online expenses system.

Trustees and LAB Members are allowed to claim reasonable expenses in line with the policy. All expense claims must be approved by the Chair of the relevant Board. The Chair of a LAB Board’s expenses must be approved by the Trust Governance Manager. The Chair of Trustees’ expenses must be approved by the Chair of the Resources Committee.
Payments to Trustees and LAB Members will be made by BACS and will be subject to review by the Resources Committee.

**Monitoring, Evaluation and Review**

The Resources Committee will review this policy at least every two years and assess its implementation and effectiveness.