



Expenses Policy

Reviewed by the Directors: April 2024

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Directors recognise that employees may need to travel in connection with their duties. Authorisation is required from the line manager of the employee prior to any journey where the cost is to be reclaimed from school.

Travel

Employees will be reimbursed for travel costs incurred on Academy business e.g. training, visits/meetings at other schools etc.

By car

Mileage claims are offered at 45p per mile from April 2024. Staff should use the shortest route from school/home to the venue. Benefit should not be made from travel. If staff are travelling from home to another location they should only charge mileage in excess of their normal commute to work.

Public transport

Train tickets should be ordered via the Finance Office to ensure advantage is made of any available offers.

Taxis

If taxis are deemed the most appropriate form of travel, and are in the local area the bookings should be made the preferred taxi company via the office with the prior authorisation of the Finance Director.

Subsistence

No allowance has been made for any subsistence expenses.

Accommodation

All bookings should be made via the Finance Office who will book appropriate accommodation as authorised by the Finance Director.

Submissions of claims

Claims should be submitted monthly via email along with scanned copies of relevant receipts. Claims should be authorised by a member of SLT as appropriate (if for a faculty head) or by a faculty head and a member of SLT for other staff.

The Trust's funds must not be used to purchase alcohol for consumption, except where it is to be used in religious services.

This Policy will be reviewed by the Finance Committee on a 3-yearly cycle and must be signed by the Chair of Directors and Headteacher.