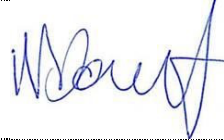




Staff Expenses Policy

November 2023

Signed (Chair Trustees):	
Date:	November 2023
Date of Review:	November 2024

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

Scope

This document sets out the expenses that staff are able to claim for.

For the purpose of this document, 'staff' refers to all individuals employed (including volunteers) by Arbor Academy Trust.

General

Staff will be reimbursed for any 'reasonable' expense incurred in carrying out their duties.

Reasonable expenses can be defined as:

- Parking expenses – whilst on school business
- Subsistence – where staff have incurred 'additional' expenses in the course of their work, e.g. official hospitality for staff who are travelling in performance of their duties and are prevented from taking meals at home or at school

Anything outside of the above would be subject to approval by the Executive Headteacher/ Executive Principal/ Headteacher/ Head of School and should be agreed prior to the expense being incurred.

The general expectations for claims are that:

- Journeys are necessary
- Travel is by the shortest reasonable route
- All receipts must be attached to claim forms
- Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and will not be reimbursed

Mileage Expenses

Mileage will not be reimbursed to any individual.

Other Expenses

Travel should always be carried out by the cheapest method possible. Evidence may be required to support 'cheapest' quotes (i.e. comparison of train fares).

Taxis fares should be avoided unless agreed by the Executive Headteacher/ Executive Principal/ Headteacher/ Head of School prior to the journey.

All school items should be purchased via the Finance Team. Where staff have incurred the cost themselves and require reimbursement, claims must be supported by a receipt/invoice. These expenses must be approved by the Executive Headteacher/ Executive Principal/ Headteacher/ Head of School prior to claims being made. Claims for alcohol will not be reimbursed.