



# Travel and Subsistence Policy

## Version 3.5

<p><b>Important:</b> This document can only be considered valid when viewed on the TEAL website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	<p>Lisa Longstaff, Director of HR and Governance</p>
<p><b>Name of Responsible Committee/Individual:</b></p>	<p>Resources and Finance Committee</p>
<p><b>Implementation Date:</b></p>	<p>November 2023</p>
<p><b>Review Date:</b></p>	<p>November 2024</p>
<p><b>Target Audience:</b></p>	<p>Staff, Members, Trustees and Governors</p>
<p><b>Related Documents:</b>  <b>All TEAL policies and procedures referred to are located on the TEAL website, <a href="http://www.theeducationalliance.org.uk">www.theeducationalliance.org.uk</a>.</b></p> <p><b>If English is not your first language, and you require assistance/translation, please contact the HR Department.</b></p> <p><b>This policy has been equality impact assessed, as detailed in section 3.</b></p>	<p>HMRC Guidance          Disciplinary Policy</p>

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## **POLICY STATEMENT**

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

We recognise that employees, Members, Trustees and Governors of The Education Alliance (TEAL) will incur travel expenses whilst carrying out their duties.

### **1. PURPOSE AND SCOPE**

It is vital that employees and Members, Trustees and Governors understand the rules for claiming travel expenses and that they are applied fairly and consistently. This policy is designed to be used for employees and Members, Trustees and Governors of TEAL in relation to travel costs incurred whilst carrying out their duties.

### **2. ROLES AND RESPONSIBILITIES**

The Resources and Finance Committee is responsible for reviewing and approving this policy.

The **CEO and the Executive Principal** are responsible for ensuring employees are treated fairly and consistently across TEAL.

**Headteachers** are responsible for monitoring the application of this policy within their respective schools, ensuring the rules regarding claiming of travel expenses are shared, understood and adhered to by all employees.

The **Finance and Payroll Departments** are responsible for overseeing the application of this policy and will report to senior leaders, the Trust Board and Local Governing Bodies as required. The **Finance, Payroll and HR Departments** will provide advice, guidance and support in the implementation of this policy and procedure.

**Leaders and managers** must operate within this policy in a fair, consistent and reasonable way. It is a manager's responsibility to check the accuracy of mileage claim forms and expense claims prior to signing them. Managers will remind employees of their responsibility to ensure that they are insured to drive their vehicles for business purposes.

**Employees and Members, Trustees and Governors** are expected to ensure they complete expense claim forms accurately in line with the policy, seeking clarification and advice as and when required. They must also ensure they are insured to drive their vehicles for business purposes.

### **3. EQUALITY AND DIVERSITY**

We are committed to:

- Promoting equality and diversity in our policies, procedures and guidelines

- Delivering high quality teaching and services that meet the diverse needs of our pupil population and our workforce, ensuring that no individual or group is disadvantaged

Equality impact assessments enable TEAL to consider any direct or indirect impact a policy, procedure, guide or change might have on people with protected characteristics. Evidence gathering can assist with monitoring and evaluation processes (e.g. trend analysis) to assist TEAL in understanding if an unintended impact has occurred. Equality impact assessments support evidence-based decisions, transparency and consideration of equality issues. This policy has been equality impact assessed and this policy does not disadvantage employees or Members, Trustees and Governors and applies a consistent approach to travel and subsistence claims. The policy also acknowledges that some staff may face financial hardship and staff are encouraged to talk to their line manager (as detailed in section 4).

#### **4. TRAVEL ALLOWANCE**

Employees and Members, Trustees and Governors of TEAL are encouraged to ensure they only make business journeys when absolutely necessary, considering other options (e.g. email, virtual meetings and telephone) first. Where a business journey is necessary, employees and Members, Trustees and Governors are expected to use the cheapest, most appropriate form of transport. Journeys by car should be restricted to the shortest practical routes. Car sharing is encouraged (where appropriate) and for longer journeys, public transport may be more appropriate. Employees and Members, Trustees and Governors who use their own cars for business travel must complete a claim form which will be checked and signed as an accurate record by their line manager (where the line manager has concerns, they should seek advice from the HR Department prior to signing the form).

Costs incurred will be reimbursed as follows: The HMRC rate is currently 45p per mile up to 10,000 per year and 25p per mile thereafter for cars and 24p per mile for motorcycles. As a temporary measure, while fuel prices remain very high, TEAL's rate will be 55p per mile up to 10,000 miles per year and 35p per mile thereafter. The rate for travel by motorcycle transport is 28p per mile and for pedal cycles it is 20p per mile. These rates will be reviewed within a year of this policy's implementation. If employees or Members, Trustees and Governors take another employee or officer as a passenger, they must detail this on their claim form and they can claim an additional 5p per mile for their passenger. Employees are also able to claim the above rates when they travel for training courses. Any amounts received over and above the HMRC agreed rates are subject to PAYE and NIC deductions (i.e. if an employee receives 55p per mile and the HMRC rate is 45p per mile, the additional 10p per mile will be subject to PAYE and NIC). Employees and Members, Trustees and Governors can be assured that this will be managed by the Payroll Department.

When travelling, employees and Members, Trustees and Governors of TEAL must ensure they take all reasonable steps to retain the safety and security of any TEAL equipment, data and documentation they have in their possession.

When public transport is used, the actual cost will be reimbursed. If an employee requires a tube or rail ticket, they should contact the Finance team, check that the correct train tickets are chosen and the Finance team will purchase the tickets for them. Aeroplane bookings must be made via the Finance team. Employees are expected to travel standard class wherever possible and they are encouraged to book tickets as early as possible to ensure the best available fares are accessed. There may be occasions where staff are travelling on a train and are required to work. Staff are able to upgrade to first class if the rate is not excessive and they are required to work during their journey. Approval must be sought from their line manager in advance of the purchase of first class train tickets.

Receipts supporting all expenditure should be attached to the actual claim form and they will be retained for at least two years, as per the HMRC requirements, which are statutory. All claims must be wholly and exclusively for TEAL business purposes only. TEAL assumes no obligation to reimburse employees and Members, Trustees and Governors for expenses that do not comply with this policy or claims which are not appropriately authorised. Employees and Members, Trustees and Governors are not entitled to claim travel or subsistence claims through petty cash under any circumstances. Employees and Members, Trustees and Governors who do not comply with this policy may be subject to delay or withholding of the reimbursement and circumstances may be investigated under TEAL's Disciplinary Policy and Procedure. Petty cash cannot be used for travel or subsistence under any circumstances. If an individual is required to travel for work purposes and the cost of the travel may lead to undue hardship, the individual is encouraged to talk to their line manager, and such discussions will be handled with care, sensitivity and compassion.

Payments for mileage will be subject to a deduction of the employee or officer's normal home to base and base to home if their journey starts and/or finishes at home. Employees and Members, Trustees and Governors of TEAL should ensure they are insured to drive for business purposes.

Employees can claim costs incurred for parking; however, TEAL will not reimburse parking fines and employees and Members, Trustees and Governors are encouraged to attach parking receipts to mileage claims wherever possible.

## **5. BUSINESS CAR USER SCHEME**

Employees employed above scp11 who exceed 5,000 paid business miles per year should seek to access the Business Car User Scheme. Staff employed on scp11 or below who undertake 2,500 or more business miles per year are also eligible to apply for the scheme.

The scheme provides an annual lump sum of £846 up to 999cc and £963 over 1000cc, paid in monthly amounts, and 55p per mile up to 10,000 miles and 35p per mile thereafter. The amount paid for the business car user scheme will be subject to PAYE and NIC contributions.

The allowance is paid in full regardless of whether an employee works full-time or part-time and the allocation of the allowance is reviewed on an annual basis against actual business miles travelled that year. The allowance can be withdrawn mid-year and employees must be given a minimum of 12 weeks' notice (detailing the date the withdrawal will take effect and the rationale for the withdrawal). Where the withdrawal is due to an employee's actions (e.g. loss of licence or voluntary movement into another role where their travel won't meet the criteria) the allowance will be withdrawn immediately.

If an employee in receipt of the allowance is absent due to sickness, they will continue to receive the allowance for three months in full. This will reduce to 50% of the allowance for the following three months and no payment thereafter.

Staff in receipt of the allowance will continue to receive it in full if they go on maternity, adoption or shared parental leave.

## **6. SUBSISTENCE CLAIMS**

Employees and Members, Trustees and Governors away from their normal place of work on official duties can claim subsistence payments up to the maximum as follows:

- Breakfast rate is £15 and may be claimed where an employee or officer leaves home earlier than usual and incurs a cost on breakfast taken away from home after the qualifying journey has started.
- A lunch rate of £10 and an evening meal rate of £20 can be claimed where the employee or officer has to purchase a meal whilst off-site for work purposes.

Claims for alcoholic beverages should not be made and will not be approved.

Receipts must be provided to support each claim wherever possible.

It is acknowledged that there may be occasions where an employee is required to make a claim for a guest when they invite a guest to have a meal with them for work purposes, and the above rates and rules will apply. This must be approved in advance by the Headteacher/CEO/Executive Principal/CFO/Chair of the Board.

Employees and Members, Trustees and Governors who require overnight accommodation wholly and exclusively for business purposes should book the required accommodation and associated meals via the Finance Team. If a booking is made by the individual and not via the Finance Team, the repayment of the paid amount is at the discretion of the Headteacher/CEO/Executive Principal/CFO/Chair of the Board.

For authorised travel outside the UK, actual costs are normally reimbursed subject to prior approval from the Headteacher/CEO.

## **7. APPROVAL OF CLAIMS**

Expense claim forms can be accessed via TEAL's website and through the Finance Department. All claims for travel and subsistence should be supported by evidence wherever possible, securely attached to the claim form. Under normal circumstances, reimbursement will only occur on production of valid receipts. Employees must ensure they are insured to drive their vehicles for work purposes. Failure to have the correct insurance in place may result in non-payment of travel claims made.

Travel and subsistence claims must be checked and signed by the employee, checked and signed by their manager and approved by either the Finance Manager, or a member of the Executive Team. The CEO will have their claims checked and approved by either the Chair of the Trust Board, or in their absence, the Vice-Chair. Governors should have their claims approved by the Headteacher of their school and Trustees should have their claims approved by the Central Administrative Team.

## **9. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY**

Effectiveness and compliance of this policy will be monitored by the Finance Departments and the Payroll Department.

## **10. REVIEW**

This policy will be reviewed within one year of the date of implementation with recognised trade unions via the JCNC.