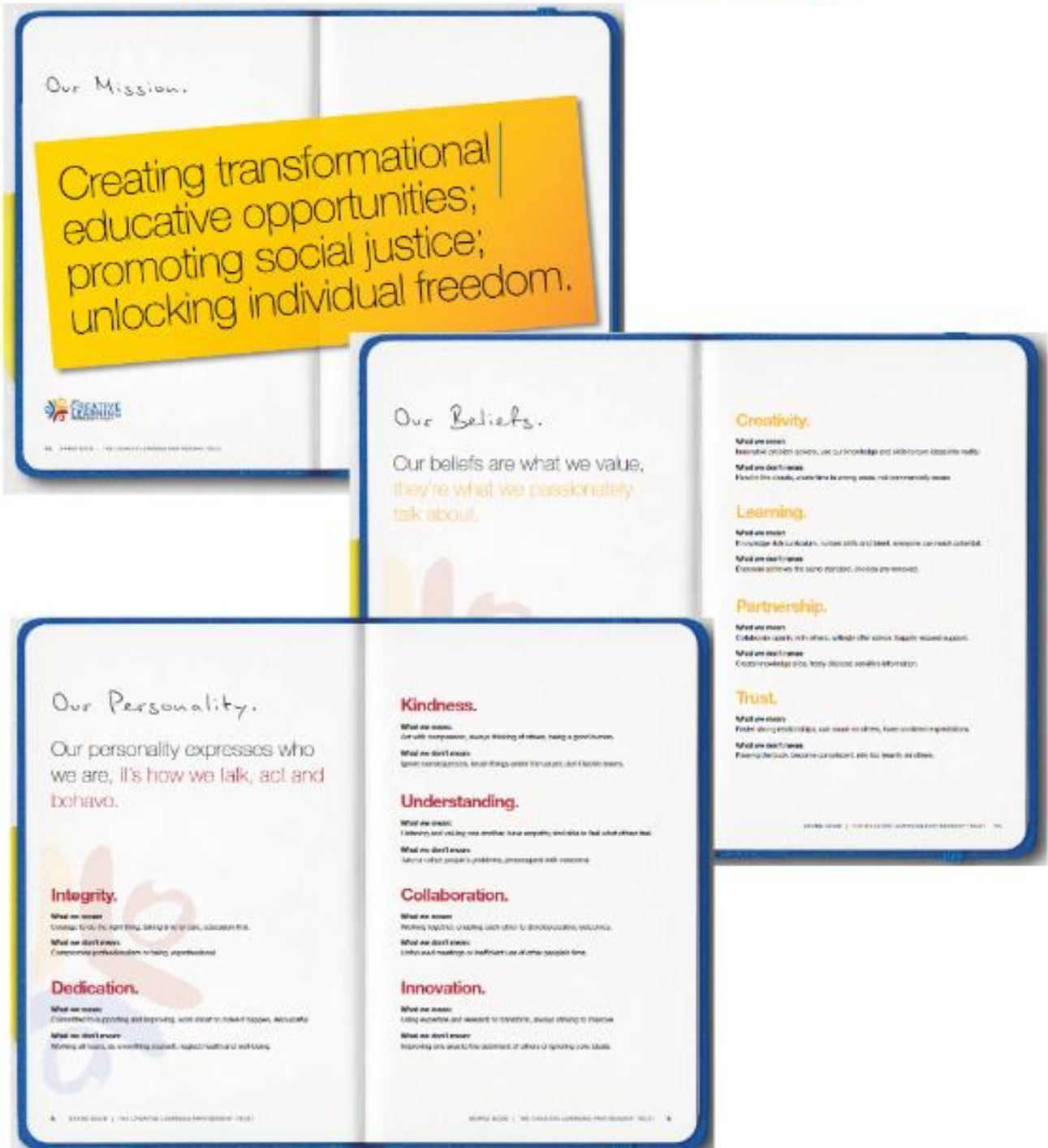




Staff Travel and Subsistence Policy

Responsible Committee	CLPT Finance & Operations Committee
Date Approved by Committee	21st November 2024
Implementation Date	21st November 2024
Next Review Date	Autumn 2025
Policy Owner	Kate Hillman, CFO

This Policy has been created in accordance and to support the Mission, Values and Beliefs of The Creative Learning Partnership Trust.



1 Introduction

- 1.1 This document sets out the policy for staff travel and subsistence and outlines what the procedures and rules are for making a reimbursement claim.
- 1.2 This document includes:
- General Policy
 - Travel by Private Car
 - Travel by Taxi
 - Travel by Rail
 - Air Travel
 - Accommodation and Incidental Expenses
 - Hospitality
 - Travel to Work
 - Claiming Reimbursement

2 Policy

- 2.1 Travel costs can be extremely expensive and as the Creative Learning Partnership Trust (CLPT) relies on government funding to pay for travel costs, staff should consider the following questions before undertaking any journey:
- Is the journey essential?
 - Could the objectives for the journey be achieved by other means such as Teams?
 - Has the most advantageous mode of travel been chosen?
 - Have comparative costs of different travel options been assessed where appropriate (e.g. day return travel as opposed to an overnight stay)?
 - Does the journey offer value for money?
- 2.2 In accordance with HM Revenue and Customs, the general rules for the reimbursement of expenses are:
- the expense must be necessarily incurred
 - the expense must be incurred in the performance of the duties of the employment
 - the expense must be incurred and paid
 - the expense must be wholly and exclusively so incurred.
- 2.3 Reasonable expenditure actually incurred whilst on CLPT business can be claimed. All expenditure (except mileage) must be covered by a receipt or invoice.
- 2.4 **IMPORTANT NOTE:** Claims which are not supported by a relevant receipt or invoice will only be authorised in exceptional circumstances at the discretion of the Chief Executive Officer (CEO). Should this be the case the claim must be supported by a written, signed and dated document explaining why invoice(s) or receipt(s) have not been submitted. Such unsupported claims are

outside of the HMRC tax dispensation provided to CLPT. They are subject to tax and will be paid through the payroll.

- 2.5 Cumulative claims for travel and subsistence should be submitted monthly, completely and accurately as detailed in the claim form (*Appendix 3*).

3 Travel by Private Car

- 3.1 Employees wishing to claim mileage must complete the annual declaration shown in *Appendix 1* before travelling. This must be signed by the employee, the relevant school bursar and authorised by the Headteacher, or other authorised signatory in accordance with the Trust's Scheme of Delegation. Claims will not be paid without it. This form will then be held in an employee's personnel file.
- 3.2 Staff will normally be able to claim the costs of public transport or the costs incurred by using a private car, whichever is the lower and subject to practicalities. It is likely that public transport will be cheaper than private mileage for return journeys (in a single day) of over 100 miles.
- 3.3 In assessing which is cheaper or more appropriate, the following will be taken into account:
- The availability of public transport
 - Whether heavy or bulky luggage/equipment needs to be transported
 - Whether an overnight stay would be necessary if using public transport e.g. for an early morning meeting
 - The number of CLPT staff travelling in the car
- 3.4 Mileage claimed may be from the normal place of work or from the staff member's home, whichever is appropriate, to the destination. The amount claimed must exclude the miles incurred in the claimant's usual home to work journey.

Example: Jane travels from home to School C then to School D and then returns home

- Home to work Mileage = 7 miles
- Travel from Home to School C = **40** miles
- Travel from School C to School D = **5** miles
- Travel from School D to home = **35** miles

Jane has travelled 80 miles (40+5+35). Although she has not been to her normal workplace, she cannot claim her normal journey of 14 miles (7 miles each way). Jane can therefore claim 66 miles in total (80 less 14).

- 3.5 Mileage rates are shown in Appendix 2. Claims for mileage must be made using the claim form at *Appendix 3*.
- 3.6 Toll charges and congestion charges will be met where there is a genuine business need to incur them.

4 Travel by Taxi (or Black Cab)

- 4.1 Taxis should only be used for short journeys where other forms of transport are not available or appropriate e.g. travel from train station to destination with heavy or bulky luggage/equipment that needs to be transported. Wherever possible, taxis should be shared with colleagues.
- 4.2 Claims for taxi fares must be accompanied by a receipt and the amount of the actual taxi fare paid will be reimbursed.

5 Rail Travel

- 5.1 All rail travel, including London Underground travel should be authorised by the Headteacher/ CEO and booked by the appropriate school bursar. Charges will then be incurred directly by the school. The travel will be based on the most efficient and economic route.

6 Air Travel

- 6.1 Prior approval by the CEO is required for internal UK flights, unless the total cost of travelling by air, including the cost of getting to and from airports and any parking charges, is cheaper than alternative public transport.
- 6.2 Where this is the case, the air travel should be authorised by the Headteacher/ CEO and booked by the appropriate school bursar. Charges will then be incurred directly by the school.
- 6.3 An overnight stay (which can be factored into the comparative costs if appropriate) should be avoided wherever possible.
- 6.4 Business travel abroad - overseas work and travel arrangements must be authorised in advance with the Chief Executive Officer. Once authorised the travel and accommodation will be booked by the relevant school bursar. Any further expenses incurred will be reimbursed as detailed in section 7.

7 Accommodation and Incidental Expenses

- 7.1 Overnight stay: All reasonable attempts should be made to avoid an overnight stay. Where it is unavoidable, please obtain prior authorisation from the Headteacher/ CEO and the bursar will then make the booking. Charges will then be incurred directly by the school/Trust.
- 7.2 Overnight subsistence (per night):
- 7.3 Actual expenditure incurred will be reimbursed on the production of receipts up to the following limits:
 - Breakfast (if not included in accommodation) £10.00 maximum

- Evening meal £25.00 maximum

The purchase of alcoholic beverages will not be reimbursed

7.4 Whilst staying overnight CLPT will not reimburse any other personal incidental expenses except those already mentioned.

8 Hospitality

8.1 On occasions it may be appropriate to provide hospitality to staff from other organisations. In this instance, reference should be made to the Trust's Gift and Hospitality Policy.

8.2 Guidance on the above policy should be sought from the Headteacher or CEO.

9 Travel to Work

9.1 The normal commuting costs of travel from home to a normal place of work will not be reimbursed.

9.2 Staff requested to undertake short term cover at another school within the Trust, will be reimbursed for the additional mileage expenses incurred from their normal place of work to the school where they are providing cover.

9.3 Staff requesting to work at another school within the Trust as part of their CPD will not be able to claim for any additional mileage expenses incurred as a result of this.

10 Claiming Reimbursement

10.1 All staff claims for the reimbursement of expenses must be made on the claim form at *Appendix 3*. All receipts and invoices must be attached to the claim and forwarded to the school Bursar for payment.

10.2 If claims are being made which vary from the guidelines, then reasons must be given on the claim form. Prior authorisation is strongly advised. Invalid amounts will be deducted from the claim before reimbursement is made.

10.3 Claims for reimbursement must be made within 30 days of the month end. Claims received beyond this may not be paid.

ANNUAL DECLARATION

Use of a Personal Car for Business

Use of a personal car for business travel should only be undertaken where the costs are cheaper than using public transport or car hire, unless those alternatives are not available or appropriate.

When a personal car is used for business purposes:

- The driver must have a valid driving licence;
- The driver and vehicle must be insured to undertake business travel. This is the employee's responsibility. CLPT cannot and will not accept any liability in the event of an accident or incident.
- The vehicle must be legally road worthy.
- The driver must abide by traffic laws.

I declare that I have read and understood the requirements for use of a personal car for business travel and that I meet the necessary requirements.

Employee Signature

Name

Date

I declare that I have seen the original employee's driving license and certificate of insurance documents, and copies have been attached to this signed declaration.

Bursar

Name

Date

SUMMARY OF RATES

The mileage rates, and mileage limits, are in line with the revised HM Revenue and Customs Approved Mileage Allowance Payments (AMAPs) which came into effect on 6 April 2011 (to present date) and, therefore, should not attract any tax liability.


Mileage rates - Car

- Up to 10,000 miles on business in a tax year at 45p per mile
- Over 10,000 miles at 25p per mile

Mileage rates – Motorcycle

- Up to 10,000 miles on business in a tax year at 24p per mile
- Over 10,000 miles at 24p per mile

CREATIVE LEARNING PARTNERSHIP TRUST TRAVEL & EXPENSES CLAIM FORM

Pay Ref:		Vehicle:	Car / Motorcycle **	Usual workplace:	
Surname:		Vehicle C.C.:		<input type="checkbox"/> Tick if first claim <input type="checkbox"/> Tick if change in any vehicle details	
Forename:		Vehicle Reg.:			

MILEAGE DETAILS						MILEAGE TOTALS		
Date (dd/mm/yy)	From (Location)	Time (hh:mm)	To (Location)	Time (hh:mm)	Nature of Business	Taxable	Non Taxable	Non Payable
Total this claim								
Total b/f								

** Please delete as appropriate

Total c/f			
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PTO for expenses and authorisation

EXPENSES					
Date	Details of Expenses	Nature of Business	Taxable (£)	Non Taxable (£)	Non Payable (£)

Please complete all relevant sections on the claim form.

Claimants must keep a cumulative record of their mileage claimed in each tax year. This is necessary because once 10,000 business miles has been reached the rate applicable to future claims is reduced. To aid in this, claimants are required to complete the mileage total b/f and c/f sections on the form.

This claim must be supported by receipts in line with CLPT's Staff Expenses Policy. Where amounts cannot be verified the claim may be rejected.

NOTE TO CLAIMANT: by signing this form you are certifying that no previous application for the above stated expenses has been made and that the amount(s) claimed have been properly incurred in carrying out your official duties.

CLAIMANT
Signature:
Date:

AUTHORISER
Signature:
Date:

ENTERED ONTO MYVIEW
Signature:
Date: