



**Discovery Schools**  
Academy Trust

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## **STAFF AND GOVERNORS EXPENSES POLICY**

## INTRODUCTION

This Policy sets out arrangements for the reimbursement of expenses incurred whilst working on behalf of Discovery Schools Academies Trust. The Policy applies to **all** employees, without exception, of the Trust (corporate and school based), members of local governing bodies, Directors and Trustees.

DSAT reserves the right to review, revise, amend, withdraw or replace the contents of this policy on providing reasonable notice of any such changes.

## SCOPE

Expenses covered by this policy include:

- Mileage costs
- Parking
- Tolls
- Public Transport
- Subsistence
- Overnight accommodation
- Telephone calls

The expenses reimbursement process is not a substitute for the procurement process. Items generally not recoverable through personal expenses (for value for money, propriety, tax or general good governance reasons) include:

- Refreshments for general office use
- Greetings cards, gifts and flowers for governors / employees
- Staff entertainment
- Gratuities / tips
- Items that should be obtained through DST procurement process e.g. stationary, IT equipment/consumables

These items should be purchased through DST offices having been approved in advance, in accordance with the DST Financial Regulations Manual.

In limited circumstances to be determined by individual schools, Governors may claim for administrative expenses e.g. paper. This must be approved by school Chair of Governors, DST Chair of Governors or the Director of Schools.

## MAKING A CLAIM

All claims must be made using the standard DST claim form (copy appended to this policy). These should be submitted on a monthly basis (wherever possible during the year and in all cases by the financial year end) to individual school offices (corporate staff should submit through Kibworth Primary School) for payment. The following criteria apply to claims:

- Original claim form and receipts must be submitted
- All expenditure must be supported by receipts

- Claims must be signed by the employee and the relevant line manager
- Claims must not include expenditure incurred by other individuals
- Claim forms containing errors / amendments will not be accepted

## TRAVEL CLAIMS

Employees themselves are responsible for any costs incurred in journeys between their home and normal place of work (in most cases, this will be a designated “home” school). ***Journeys between and employee’s / governor’s / Director’s home and normal place of work cannot be claimed under any circumstance.***

Travel should be by the most appropriate means of transport available taking into account cost and practicality. Specific guidance is set out below for private mileage, public transport and taxis.

### Business mileage

Employees who use their own vehicle for business purposes must ensure that:

1. The vehicle is taxed and has a current MoT certificate (if required)
2. The vehicle is fully insured for business use (copy to be provided to school on request)
3. They hold a current valid driving licence

The DST claim form should be completed for mileage claims to show:

- Full details of each journey including start, end and all intermediate stops
- Date of journey
- Actual miles travelled
- Notional miles travelled based on a start / end point of normal place of work

Reimbursement will only ever be made on the lower of actual / notional miles.

***The shortest route only will be reimbursed.*** If any other route is followed, and claimed, then a full reason must be submitted and approved by the claimant’s line manager.

The mileage rate currently payable is 45p per mile (24p for motorcycles). This is only payable up to a maximum of 10,000 miles per year. Mileage in excess of this will be payable at 20p per mile.

### Car parking & Tolls

The full cost of car park charges will be reimbursed on receipt of the original ticket. Claimants should seek to park in the cheapest available parking facility.

The full cost of a Toll route will be payable providing that it forms part of the shortest route available.

### Public Transport

Where public transport is used, the most economic ticket available should be purchased. Wherever possible, tickets should be purchased as far in advance as possible to take advantage of discount fares. ***In any event, premium or first class travel will not be reimbursed under any circumstances.***

On the rare occasion that air travel may be required, this should be purchased direct by the relevant school, and authorised in advance. The cheapest, standard class ticket available will be purchased.

## **Subsistence & Overnight Accommodation**

Subsistence (meals and refreshments) will only be reimbursed for overnight stays where approved in advance with the claimant's line manager. No reimbursement will be made where the claimant has requested attendance at an overnight event rather than being required to do so as part of their role. Rates of reimbursement will be the lower of cost or maximum rate as follows:

Breakfast / Lunch	£5
Evening Meal	£10

In all cases, claims must be supported by a receipt for the actual amount incurred. No reimbursement will be made for alcoholic drinks.

Claims for Overnight accommodation must be approved in advance by line managers. Budget style accommodation such as Travelodge etc. should be used. The cheapest appropriate room should always be used.

## **Telephone Calls**

Official office phones (landline or where provided, mobiles) should always be used where possible. Where business calls have to be made on personal mobile phones or domestic landlines, these will only be reimbursed when supported by an itemised bill.