

# All Saints Inter-Church Academy



# Staff & Trustee Expenses Policy

November 2025

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## 1. Aims and introduction

This policy sets out All Saints Inter-Church Academy rules and procedures for claiming reimbursement for expenses, including travel and accommodation, incurred wholly, necessarily and exclusively on the business of the school. Any attempt to claim reimbursement for expenses fraudulently or in breach of this policy may result in disciplinary action being taken as per the school's disciplinary policy.

It applies to all employees and trustees of the school.

This policy does not form part of any contract of employment or other contract to provide services and trustees may amend this policy at any time.

## 2. Roles and responsibilities

### 2.1 Authorisation

EMPLOYEE/TRUSTEE CLAIMING EXPENSE	AUTHORISED BY
School staff (excluding Executive Headteacher)	Headteacher
Executive Headteacher	Chair of Trustees/CFO
Trustees	Chair of Trustees/CFO
Chair of Trustees	CFO

In addition, members of the trust hold the following responsibilities:

### 2.2 Accounting officer

- Ensure all expenses requests made to them are handled according to this policy
- Review this policy on a regular basis [e.g. annually]
- Ensure compliance with all financial regulations
- Investigate expenses claims that appear excessive or inconsistent

### 2.3 Executive Headteacher

- Ensure all expenses requests made to them are handled according to this policy
- Ensure all school staff are aware of the procedures set out in this policy

### 2.4 All staff

- Follow the procedures set out in this policy
- Keep full records of any expenses incurred, including all receipts

## 3. Travel expenses

Employees are responsible for any costs incurred in journeys between their home and normal place or work. This is defined as 'ordinary commuting'.

Travel beyond the normal place of work to carry out work on behalf of the school/trust is defined as travel for 'business purposes'.

All Saints is committed to sustainable practices, and reducing the resources expended on travel, including staff time. As such, where possible, business travel should be avoided in favour of telephone or video calls as the first choice.

Employees should agree in advance with the person responsible for authorising their expenses (see table in section 2.1) whether the journey and chosen method of transport is appropriate.

### 3.1 Public transport

Employees are required to seek out the most cost-effective method of public transport for travelling on business purposes. This may include:

- Comparing different methods of transport
- Where possible, booking in advance to access reduced fares
- Using any rail cards or season tickets

Employees should travel in standard/economy class unless the cost of first class is the same or less.

### 3.2 Taxis

- Taxis may only be re-imbursed in the following limited circumstances:
- Where staff have heavy luggage which cannot be taken on public transport
- Where there is no suitable or cost-effective alternative method of public transport
- To ensure the personal safety of employees, e.g. when traveling after dark in certain circumstances
- Where a group of employees are traveling together, resulting in lower costs than buying individual tickets
- When pre-arranged with the person responsible for authorising expenses in the case of illness, injury, disability, pregnancy or related factors

### 3.3 Personal vehicles and mileage

Employees may use their own vehicle for business purposes, where it is convenient and cost effective, and subject to the vehicle being safe, legal to drive, and having the appropriate insurance in place.

All Saints will cover expenses claims for:

- Tolls and congestion charges
- Reasonable parking costs
- Mileage, in line with current HMRC rates for travel

When calculating mileage expenditure, employees should use the distance travelled for business purposes. If setting out from home, the distance that would usually be travelled under ordinary commuting should be deducted from the total journey distance.

The school will not cover the costs of:

- Vehicle insurance
- Fines (e.g. traffic offences, parking fines, wheel clamping/unlocking)

## 4. Accommodation and subsistence

### 4.1 Accommodation

If an employee requires overnight accommodation for business purposes, wherever possible a room should only be booked to a maximum cost of

- £100 outside of Greater London
- £130 in Greater London

Any costs above these rates must be agreed with the person responsible for authorising expenses.

All Saints will not meet the costs of any extension to the stay for personal reasons, or for any accommodation for individuals other than the employee, for instance a partner, friend or family member.

### 4.2 Subsistence

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Where employees are working away from their usual place of work and meals are not provided, they may claim reasonable subsistence costs up to a maximum of:

- £25 per working day
- £50 per 24-hour period away

The school will not reimburse the purchase of any alcohol.

## **5. Other expenses**

The person responsible for approving expenses may approve other categories of expenses occurred while on the business of the school on a case-by-case basis.

As a general rule, employees cannot claim for the following costs:

- Office stationary
- Internet connection
- Telephone and mobile expenses
- The cleaning of uniforms/equipment

Please note that the above list is not exhaustive and the school may amend this list from time to time

## **6. Process for claiming expenses**

Wherever possible, employees must seek approval from the person responsible for approving their expenses (section 2.1) before incurring them. This is especially necessary for expenses which may fall outside of the categories or spending limits set out in this policy. Any failure to seek prior approval before expenses are incurred may result in the school withholding reimbursement of the expenses.

Employees must keep all receipts and proofs of purchase for incurred costs.

In order to claim expenses, employees must:

- Fill out the staff expenses form found in Appendix 1 of this policy
- Attach all relevant documents (e.g. receipts or tickets)
- Submit form to the person responsible for approving their expenses within 1 month of the expense being incurred

If approved, the employee will receive reimbursement in the pay packet following approval.

In the case of disagreement about whether an expense should be approved, the case may be escalated to the Chair of Trustees and/or the CFO.

# All Saints Inter-Church Academy



## Staff expenses claim

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

I request the total sum of £\_\_\_\_\_ for expenses incurred on the business of All Saints Inter-Church Academy as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	DETAILS	COST £
Public transport		
Taxis		
Mileage for personal vehicle		
Accommodation		
Subsistence		
Other (please specify)		
<b>Total expenses claimed</b>		

This form should be submitted to the School Business Manager along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

## Approval

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_