

# Wadebridge School



## FINANCE POLICY

Appendix 10

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Document Governance	
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**WADEBRIDGE SCHOOL**  
**TRAVEL AND SUBSISTENCE POLICY**

**NB IT IS THE RESPONSIBILITY OF ALL STAFF AND VOLUNTEERS WHO USE THEIR CARS FOR BUSINESS RELATING TO WADEBRIDGE SCHOOL/THEIR EMPLOYMENT, TO HAVE THE APPROPRIATE PROTECTION CLAUSE FOR BUSINESS USE ON THEIR MOTOR INSURANCE POLICY (this includes Trustees)**

The Trustees of Wadebridge School have agreed this policy on travel and subsistence, being mindful of the need to appropriately reimburse staff and individuals and the responsibilities of the management of public funds. The approved policy will be made available all staff and will be included in new staff induction packs.

**Claims for Reimbursement of Travel and Subsistence Processes**

**The individual must ensure that the travel/subsistence will be approved before undertaking it**

- All Wadebridge School employees and trustees must claim using the official travel claim which will be processed through the current payroll system or finance system by the admin team. A stock of these forms is kept in the school office.
- All accommodation must be booked through the school finance office in line with best value criteria.
- All travel claims should be submitted monthly in arrears.
- No claims may be made for alcohol.
- VAT Receipts must be provided for all actual expenditure claimed. No reimbursement will be made if no receipts are provided. (NB a credit/debit card payment slip on its own, will not suffice). The school will reimburse within the limits stated in this policy.
- The school will reimburse for the cost of parking, ferry fares and other such costs but will not reimburse charges made to the individual as a result of parking or traffic violations.
- Mileage claims will be reimbursed as below irrespective of engine size and this includes claims for motor bikes.
- Travel and subsistence may only be claimed by individuals in performance of their duties as a Trustee, an employee, a volunteer of Wadebridge School (interviewees are no longer refunded expenses). Trustees cannot claim for attending meetings at the school as part of their trustee duties.
- If two or more employees, Trustees or volunteers are travelling to the same destination at the same time, they must car share unless this is not appropriate.
- Mileage reimbursement will not be subject to tax as it is within the HMRC limit.
- Train travel will only be reimbursed to the level of Second-Class fare.
- All claim forms should be completed in full, including the milometer readings, details of the route, the purpose of the journey, the start/finish location or travelling base. These

details should be completed for each journey made. Those staff processing or authorising the claims for payment should ensure that this has been done before payment is made.

- If the claimed mileage is less than the normal home to work mileage no reimbursement will be made. Normal home to work mileage must be deducted from all travel claims.
- The claim must be fully completed and where mileage is claimed the start and finish milometer reading, total mileage with appropriate deductions and other items claimed must be shown.
- The claim must be signed and dated by the individual.
- Claims will be checked for correctness and limits by the Finance Office and passed to the relevant SLT member for signing and authorisation. (Training related claims, Mr S Williams, DHT. Other claims, Business Manager or Headteacher).
- Any claims submitted by the Headteacher must be authorised and signed by the Chair of Trustees.

### Non Employee Travel and Subsistence Claims

- The individual must complete the travel claim form and attach relevant VAT receipts. The school will reimburse within the limits stated in this policy
- The nature of items claimed must be clearly stated.
- Start and finish mileage and positions must be noted.
- The form will be checked for correctness and limits by the finance officer and passed to the Business Manager or the Headteacher for signature.
- Where the individual is an employee within Cornwall Council or a Cornish Academy, the claim must be processed through Wadebridge School's payroll system, where this is not the case then the individual may be paid by BACS.

### Limits

#### **Wadebridge School staff, trustees and volunteers enlisted by the school:**

#### Mileage reimbursement

- 45p per mile for the first 100 miles (24p per mile for motor bikes, 10p per mile for electric vehicles).
- 25p per mile thereafter

**Or** 2<sup>nd</sup> Class rail fare, whichever is the lesser. The only exception to this will be where the individual can put a case to the Headteacher that to travel by rail would be inappropriate.

#### **Normal home to work mileage must be shown and deducted from all claims in order to satisfy HMRC requirements.**

### Subsistence

As stated above, VAT receipts must be provided for all purchases claimed for, including canteen meals taken at other schools.

The following maximum rates apply if the individual is on a residential course where meals are not included in the price:

Breakfast	£5.00
Lunch	£6.00
Tea	£4.50 or Evening Meal     £12
Overnight Provision (B & B)	£60 (NB accommodation with friends/ relatives may not be reimbursed – this is an HMRC regulation)

Where the individual is away from school/home for the day then the following may be claimed:

Lunch	£6.00
Tea if returning after 6.30pm	£4.50
Evening Meal if returning after 8.30 pm	£12.00

Unless the individual is at another school in which case the cost of a school guest meal will be reimbursed.

### **Reimbursement for all other individuals**

NB as stated above, if the individual is a Cornwall Council employee and/or from another Cornish school/academy) then the appropriate mileage claim must be completed and the individual paid through payroll, not by BACS. This is because Wadebridge School uses Cornwall Council payroll system.

### **Mileage reimbursement**

- 30p per mile for the first 100 miles
- 15p per mile thereafter

Or 2<sup>nd</sup> Class rail fare, whichever is the lesser.

### **Subsistence**

Breakfast	£5.00
Lunch	will be provided at the school
Evening Meal	£12
Overnight Provision (B & B)	<b><i>NB this must be arranged and booked by the school using best value criteria</i></b> (NB accommodation with friends/ relative may not be reimbursed – this is an HMRC regulation)