

THE SIR BERNARD LOVELL SCHOOL

TRAVEL AND SUBSISTENCE POLICY

RATIONALE

Staff at the school undertake travel and other duties which result in claims for travel expenses and subsistence. The nature of the travel and subsistence varies considerably due to the diverse involvement in a range of local, national and international initiatives. For a number of international projects the level of travel and subsistence is dictated by the provider of the grant e.g. European Union, and in these cases the school adheres to the project rules and levels.

In other cases the school travel and subsistence policy procedures should be followed. These take into account Inland Revenue regulations and are based on South Gloucestershire Council procedures

GUIDELINES

a) TRAVEL

PRIVATE VEHICLE- Casual Car User Allowance

Where an employee, whether full or part time is authorised to use a private car, motor cycle, or bicycle on school business, the employee will receive an allowance in accordance with the locally amended NJC Casual User's Mileage allowance, based on the engine capacity of the vehicle.

NJC mileage allowances are reviewed each year, to take effect on April 1 or during the year as necessary.

PRIVATE VEHICLE – Calculating Mileage

Commuting mileage – refers to one journey each way from home to work and work to home on normal/contractual working days and will not be reimbursed.

Journeys that start and finish at the School (normal base) will be regarded as normal business mileage and will be reimbursed in full.

Journeys that begin at home, travel directly to a site address and then on to the School will be reimbursed on the basis of the actual mileage less normal commuting mileage one way

Journeys that begin at School, travel to a site and then on to Home, will be reimbursed on the basis of actual mileage less normal commuting mileage one way

Journeys that start and finish at Home, travel to a site address and then directly back to home will be reimbursed on the basis of actual mileage less normal commuting mileage each way.

PRIVATE VEHICLE – Insurance

Employees who use their own vehicle or a vehicle registered or insured in someone else's name, on School business, must ensure that the insurance covering that vehicle is

adequate. The cover must be sufficient to permit the employee to drive the vehicle for business purposes.

PRIVATE VEHICLE – Car Parking Charges

Car parking charges will be reimbursed when visiting non-Council properties only, on production of a valid receipt.

The School is not liable for any parking fines or road traffic penalties incurred by staff, regardless of circumstances.

CLAIM FORMS

All mileage, parking, taxi and subsistence claims must be paid via Claim forms and not via petty cash or school cheque. This ensures the correct information is available to the Inland Revenue, and for calculating P11D returns. Claims should be made on a regular basis and should be authorised, checked and signed by Authorised School Signatories before sending to Exchequer Services.

OTHER JOURNEYS

Where employees travel by bus or train or taxi to get to a site or meeting away from School, then reasonable expenses, supported by receipts, will be reimbursed in full. At all times the most cost effective and/or efficient means of transport should be used.

Wherever possible train, coach or air travel should be pre-booked using the school travel agent, or via the internet using the school credit cards. There is no need to incur the cost personally. If transport is not pre-booked using the school financial procedures, reimbursement will be made via the appropriate claim form, via payroll, on provision of appropriate supporting documentation.

AIR TRAVEL

Where travel on business by air is more cost/time effective, this must be authorised by the Headteacher and/or governors.

TRAIN TRAVEL

Standard class rail travel together with the cost of reserving the seat will be paid, except in exceptional circumstances approved by the governors.

b) SUBSISTENCE

MEALS

Employees are entitled to claim subsistence expenses in situations where they are working or are on a conference/seminar/training course away from school, and do not arrive home until after 8.30 pm, and are more than 3 miles from school or home. Upon production of receipts, employees will be reimbursed for their actual expenditure up to the maximum South Gloucestershire allowance.(currently £10).

Employees required to leave home before 6.30am in order to attend a meeting, event etc, may be reimbursed for breakfast to a maximum of £6.00. Claims should be submitted on the monthly car allowance claim form.

DRINKS

No reimbursement will be made for alcoholic drink when on school business in the UK. Any reimbursement for alcoholic drink when abroad will only be considered when part of an arranged meal/ entertainment and will be subject to approval by Headteacher.

REFRESHMENTS

When attending exhibitions, reasonable claims for refreshments and lunch during the day will be reimbursed to a maximum of £10 a day.

OVERNIGHT STAY AWAY FROM HOME IN UK

When meetings, conferences, events involve more than one or more overnight stays away from home, the type of expenses eligible for reimbursement will be agreed with the Headteacher in advance. If the event/ conference has residential accommodation, all reasonable claims for accommodation and expenses will be reimbursed.

Except in exceptional circumstances or with the prior approval of the Headteacher and/or Governors accommodation (i.e. bed and breakfast) charges should not exceed £60 per night (or £90 in London) and evening meal £15 per night. Payment will only be made on actual expenditure supported by receipts. Where an employee chooses to exceed the maximum amount, the school will only reimburse to the maximum level and the employee will bear other costs.

VISITS ABROAD

Where visits abroad are not subject to specific grant rules, the type of expenses eligible for reimbursement will be agreed by the employee with the Headteacher in advance, and all reasonable claims for accommodation, meals, refreshments and telephone calls home will be reimbursed.

Summary of Subsistence Allowances

Breakfast	Maximum £6.00 (if leave home before 6.30)
Lunch/refreshments	Maximum £10.00 per day
Evening meal	Maximum £10.00 for day visit home after 8.30 pm
Evening meal (away)	Maximum £15.00
Accommodation (B&B)	Maximum £60 per night

Adopted: Date:
Head

Adopted: Date:
Chair of Governors

Reviewed: Date:
Head

Reviewed: Date:
Chair of Governors