



# RHT Expenses Policy

## The Richard Huish Trust

Trust Executive



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<b>Lead reviewer</b>	Chief People Officer
<b>Approving board/committee</b>	People & Performance Committee
<b>Date approved</b>	25 <sup>th</sup> September 2023
<b>Date implemented</b>	25 <sup>th</sup> September 2023
<b>Review period</b>	2 Years
<b>Next review due</b>	October 2025

## **INTRODUCTION**

This policy sets out the rules on how employees can claim for expenses incurred in the performance of their duties for the Trust. The policy covers travel, meals and accommodation.

## **ENQUIRIES**

Any enquiries about this document or suggestions on how it can be improved should be addressed to the Chief People Officer.

## **PURPOSE**

The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

## **SCOPE**

All employees of Richard Huish Trust

## **POLICY STATEMENT**

Huish will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment, including authorised training events.

Where you travel to a temporary workplace on business straight from home or return directly to your home after such a trip, the journey will be a business journey provided that:

- The temporary workplace is one which you have to attend in the performance of your duties of employment.
- The main purpose of the journey is not private; and
- Your home to work mileage is deducted.

Home to work mileage is normally a taxable benefit and should not be claimed unless you are a contracted home-based worker.

To claim for expenses, you must use the Trust expenses claim forms, setting out the reasons why the expense was incurred on the claim form.

Expenses will not be paid unless supporting evidence is provided, together with a completed expenses claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible.

Once completed and signed by you, you should submit your expenses claim form to your line manager. Once your line manager has approved the claim form, this should be passed to the appropriate Senior Leader for approval. The form should then be submitted to the Payroll Team.

Expenses claims should be submitted within 3 months of the expense being incurred.

The Trust may return expenses claim forms to you without payment if it is completed incorrectly or lacks supporting evidence.

The Trust will pay claims for authorised expenses through the payroll on the last working day of the month. Expenditure on items other than those covered by this policy should be recovered through Petty Cash (up to a maximum of £50 for RHC and £25 for all other academies) see Financial Regulations.

Any queries in relation to this policy should be directed to the Chief People Officer.

## **1. TRAVELLING EXPENSES**

### **1.1 Public Transport (Air / Rail / Bus / Taxi)**

- Air Fares – employees who need to travel by air should travel at tourist or economy class. If travel is required by any other class approval must be sought from the Headteacher/Principal or Chief People Officer.
- Train fares – employees travelling by train should travel economy class. If travel is required by first-class, approval must be sought from the Headteacher/Principal or Chief People Officer.
- Details of any rail/flight/bus/taxi costs for which reimbursement is sought should be claimed on a staff expense claim form, as for other public transport expenses.
- Air miles collected from business travel must be reported by the individual to HM Revenue & Customs as this is classed as a 'Benefit in Kind'.

### **1.2 Travel by Bicycle**

- The Trust business cycling rate is 20p per mile for use of own bicycle.

### **1.3 Travel by Car**

- Car Share if possible
- RHC Staff should book the College car as a first port of call. A rate of 20p per mile is recharged to the appropriate budget.
- Your own car can only be used as a last resort and only with the agreement of your line manager. The mileage rate for the use of own vehicle currently stands at 45p per mile for travel by car for the first 10,000 miles (April to March), then 25p per mile over 10,000 miles.

### **1.4 Travel by Motorcycle**

- The mileage rate for the use of your motorcycle is 24p per mile.

**For any use of your own car or motorcycle on company business, it is your responsibility to ensure that:**

- you hold a full UK driving licence.
- your car is roadworthy and fully registered; and
- you hold comprehensive motor insurance that provides for business use.

The Trust accepts no liability for any accident, loss, damage, or claim arising out of any journey that you make on trust business. The Trust will not pay for the cost of any insurance policy on your own vehicle.

### **1.5 Tolls, Parking and Congestion charges**

The Trust will pay for tolls, congestion charges and parking costs incurred, where applicable. Receipts/tickets should be produced where possible.

## **2. SUBSISTENCE ALLOWANCE**

Where members of staff are prevented by their official duties from having a meal at their home, college or school and thereby incur additional expenses, such authorised, additional expenses will be reimbursed by the Trust; receipts must be provided.

The following rates are reviewed on an annual basis:

Bed and breakfast	Up to £106 [London £120]
Breakfast	Up to £6.72 [if travelling before 7.30am]
Lunch	Up to £9.24
Dinner	Up to £15.00 [if staying overnight or travelling after 7.30pm]

The Trust cannot reimburse staff for the purchase of alcoholic beverages.

## **3. EXPENSES THAT WILL NOT BE REIMBURSED**

The Trust will not reimburse you for:

- the cost of any travel between your home and usual place of work
- the cost of any travel undertaken for personal reasons
- any fines or penalties incurred while on Trust business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges
- any expenses incurred for personal benefit
- cash advances or withdrawals from an ATM machine.

## **4. QUALITY MANAGEMENT**

- 4.1 It will be the responsibility of the Chief People Officer to review and monitor the effectiveness of the Policy and to recommend change where necessary.
- 4.2 The effectiveness and usage of the Policy will be reported to the People and Performance Committee