



Washwood Heath
Multi Academy Trust

Expense Policy

Prepared by:	Dave Worledge, Head of Trust Finance
Applies to:	All staff in WHMAT
Approved by:	Board of Trustees 25 th June 2020
Issued to MAT Academies for use:	29 th June 2020
Review date	2 years from ratification by Board of Directors



WASHWOOD HEATH MULTI ACADEMY TRUST EXPENSES POLICY

POLICY OVERVIEW

This policy applies to all staff working for Washwood Heath Multi Academy Trust (the Trust). The purpose of this policy is to set out which personal expenses can be claimed by employees and how claims should be approved and submitted. The policy also covers the steps staff must take to ensure they are adequately insured when using their own transport.

1. INTRODUCTION

- 1.1. Staff expenses should only be used where the traditional 'purchase order & invoice payment' route may be unavailable and should not be used to circumvent the trust procurement team. All staff expenses must be approved by the relevant budget holder prior to any purchase.
- 1.2. The submission of false claims will be treated as a serious matter and may lead to disciplinary action.
- 1.3. Claims should be submitted on a regular and timely basis (preferably monthly) wherever possible.
- 1.4. Whenever possible travel tickets should be pre-ordered via the trust procurement team in advance of the date of travel.

2. CLAIMING EXPENSES

- 2.1. Claims for reimbursement of travelling expenses, subsistence by persons travelling on Trust business and other expenses, should be made on the Trust Expense Claim Form (see appendix 1). Employees are required to use the most cost-effective form of transport and reimbursement of subsistence expenditure is restricted to the allowance or the amount spent, whichever is less. The Trust will only reimburse employees for expenses that they actually and necessarily incur.
- 2.2. Supporting documents required as evidence, such as receipts and bills, must be attached to the staff expense form. The expense form and all evidence relating to the claim should be retained by the member of staff submitting claim for seven years.
- 2.3. It is the responsibility of Line Managers to authorise and ensure that expense claims for staff are accurate. All claims must be countersigned by the line manager before being submitted. Valid claims will be reimbursed based on actual cost incurred and not allowance limits.
- 2.4. Claims submitted by Head teachers must be authorised by the CEO.
- 2.5. Authorised claims should be scanned and sent to the email address on the expense claim form.



3. MILEAGE CLAIMS

3.1. When claiming mileage staff should record the date of travel, reason for travel and start and end point of the journey (including postcode) on the Staff Expense claim form.

3.2. When travelling between WHMAT Academies staff may only claim the standard mileage rates set out below:

	WHA B8 2AS	BRO B34 6SS	GOS B33 0DS	SAL B9 5RX	TCA B33 9UF	FIR B36 8LL	TOP B35 6BS
WHA	-	2	3	1	3	2	3
BRO	2	-	2	3	2	2	3
GOS	3	2	-	3	1	3	4
SAL	1	3	3	-	3	3	4
TCA	3	2	1	3	-	3	4
FIR	2	2	3	3	3	-	3
TOP	3	3	4	4	4	3	-

3.3. Payment for mileage will be paid at HMRC's approved rate (currently 45p per mile). The rate is paid irrespective of the fuel type or capacity of the car.

3.4. Staff are encouraged to car share where possible.

3.5. Should a member of staff start or end their journey at their home, and the distance travelled is less than their normal daily commute, staff should not submit a mileage claim for that journey. Where the journey is longer than their normal daily commute, staff should only claim for miles travelled over and above their normal daily commute.

3.6. Any fines or penalty notices incurred by an employee whilst travelling on Trust business are entirely the responsibility of the employee concerned. Fines will not be reimbursed by the Trust under any circumstances.

4. VEHICLE INSURANCE AND CONDITION

4.1. The trust does not provide vehicle insurance for staff using their own vehicles.

4.2. Staff are responsible for ensuring their vehicle is:

- appropriately insured for business use and
- safe, legal to drive and has a valid MOT certificate (if required)



5. SUBSISTENCE ALLOWANCES

5.1. Subsistence allowances may be claimed for meals purchased by staff required to work outside of the City of Birmingham. No reimbursement will be made for an activity or visit where the staff member:

- would normally have provided their own lunch e.g. educational visits.
- where refreshments / meals are provided.

5.2. All subsistence claims should be supported with a receipt and will be paid up to (but not exceed) the following daily subsistence rates:

- An absence of more than five hours permits an allowance of £ 5.00
- An absence of more than ten hours permits an allowance of £10.00

5.3. Personal items, such as alcoholic drinks will not be reimbursed and their total should be deducted from any bills submitted for expenses purposes.

6. TRUSTEE / GOVERNOR TRAVEL EXPENSES

6.1. The Trust will reimburse Trustees and Governors, for travel costs directly incurred in fulfilling their roles. Mileage should be claimed by completing a Trustee / Governor - Travel Expense Claim Form (Appendix 2) and submitting this to the company secretary.

6.2. Trustees and governors cannot claim an allowance for attendance at meetings or for any loss of earnings in performing their role. Any other expense (other than travel) should be agreed with the CEO prior any cost being incurred.

6.3. Payment will be made via BACS transfer and trustees and governors should ensure their current bank details are provided to the Finance Team.

7. GENERAL POINTS

7.1. A taxi should only be used if the same journey cannot be made by public transport and wherever possible should be booked and paid for via the trust procurement team.

7.2. Expense claims in relation to eye tests and contribution to basic frames and prescribed lenses, should be submitted using Trust Expense Claim Form (see appendix 1). All such claims should comply with the trust's [Eye & Eye Sight Testing Policy](#).

7.3. Staff expenses will be paid via the trust's payroll provider and are therefore subject to payroll processing deadlines. Depending on the date an authorised claim is submitted it will usually take between 4 and 8 weeks to receive payment.



Washwood Heath Multi Academy Trust		Payroll Number:	
Name:			
Vehicle Make and Model:			
Vehicle CC:		Date:	

Date	Miles Travelled	Details of Expense / journey, including reason for travel, start and end point of journey (including postcode)	Expense Cost £	Cost Centre	£	I declare that the expenses/mileage claimed were necessary for the discharge of official duties & were made in accordance with the regulations. Signature of Claimant:			
					£				
					£				
					£				
					£				
					£				
					£		Name of Certifying Officer: Signature of Certifying Officer:		
					£				
					£				
					£				
					£				
					£				
					£				
					£				
					£				
					£	By signing to claim mileage you are confirming that: The vehicle is insured for business use: The vehicle is maintained in a road worthy condition: The vehicle has a valid MOT certificate (if required): You have the relevant driving license and no medical condition which prevents you from driving			
					£				
					£				
					£				
					£				
					£				
TOTAL					£				

Please note: Claims will be returned without relevant VAT receipts & authorising signature. Completed & authorised forms should be emailed to: External.Academies@birmingham.gov.uk



Washwood Heath
Multi Academy Trust

TRUSTEE / GOVERNOR - TRAVEL EXPENSE CLAIM FORM

Please ensure that you complete all of the requested details in order to avoid a delay in payment. Payment will be made via BACS transfer.

Name:	
Address:	
Make and Type of Vehicle:	
Registration Number & Engine Capacity:	

Date	Departing From	Returning To	No of Miles Claimed	Reason for Travel (meeting attended / Academy visited etc)
Total Miles:				

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Board of Trustees / Academy Advisory Board member for WHMAT

Signed:

Date:

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Total Value of Claim:	
Total miles x mileage rate (45p)	£

Claim Calculated by:

Claim Approved by:
(CEO)

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