

The GALLERY TRUST



A community of special schools

Travel and Subsistence Policy

Date of Policy	September 2022
Approved at Finance and Personnel	July 2022
Date of review	September 2024
SLT Lead	Chief Operating Officer
Signed: Chief Executive Officer	_____
Chair of Trustees	_____

Travel Expenses

Claims for reimbursement of travelling expenses and subsistence by persons travelling on Trust business should be made on the Trust Travel Expense Claim form and will be paid through payroll. Staff are required to use the most cost-effective form of transport and reimbursement of expenditure is restricted to the allowance or the amount spent, whichever is less.

Members of staff are required to use Trust vehicles while on Trust business. Members of staff may use their own vehicle if there is not a Trust vehicle available. (***Please note that students may not be transported in staff cars without the express permission of the Chief Executive Officer or Head Teacher or Deputy Head Teacher.***) Staff using their own vehicle for Trust business are responsible for ensuring they hold a current driving licence, business insurance, and M.O.T. certificate. Mileage allowances are paid in accordance with the HM Revenue & Customs guidelines, which are reviewed regularly. Mileage allowances can only be paid for business journeys. The Trust will normally reimburse staff only for expenses that they actually and necessarily incur in the course of any official travel using their vehicle or public transport. 'Official travelling' means travel for the purposes of official business. It does not include travel/commuting between a staff member's home (permanent or temporary) and the employee's normal place of work. HMRC require 'home to work mileage' to be deducted from business mileage.

It is the responsibility of line managers to authorise and ensure that Travel Expense Claims for staff are accurate. All claims are authorised by a member of the Senior Executive Team (Trust) / Senior Leadership Team (establishment).

Reimbursement of the costs actually incurred by employees, when supported by receipts, will be made through payroll for journeys undertaken for business purposes by road, rail, air and sea, but excluding ordinary commuting.

Minor business travel expenditure such as parking, road and bridge tolls and tube fares for which receipts are not available may be reimbursed providing that there is documentation to confirm that the expenses were necessarily incurred. Every attempt however must be made to obtain receipts. Staff are requested to submit a missing receipt form.

Entertaining

The cost of entertaining customers or potential customers, suppliers or other business connections on business occasions must receive the authorisation of a member of the Senior Executive Team (Trust) / Head Teacher (School). The Head Teacher must receive the authorisation of the Chair of Governors for any costs of entertaining of specific individuals which total over £40.

Claims for entertaining expenses should be supported with records of the amounts spent on particular occasions, the nature of the entertainment, the persons entertained and the reasons for the entertainment. Claims must be made on the Travel Expense form and will be paid through payroll. ***The Trust will not reimburse for alcohol and expenditure on alcohol is not permitted under any circumstances.***

Rail Travel

All staff will travel Standard Class. Staff, trustees or governors travelling on official business are required to pre-book train travel as far in advance as possible and must take advantage of any low-cost options that may be available.

Taxis

Journeys in London should normally be taken by Underground/public transport rather than by taxi. It is recognised that receipts cannot be obtained for Underground travel. However, it is recognised that on some occasions it is valid to use taxis.

Costs of taxis will be reimbursed:

- where the saving of time is important;
- when heavy luggage has to be transported to or from the place of departure on arrival;
- where there is no other suitable method of public transport;
- if a journey is made after dark or the use of public transport would involve a long wait in circumstances in which the person travelling would feel at risk
- where unfamiliar with location and associated Public Transport links. Taxi journeys should be claimed on the Travel Expenses Claim form, supported by the appropriate receipts and will be paid through payroll.

Subsistence Payments

Subsistence payment is not an allowance but a reimbursement of expenses within a set ceiling. The cost of overnight accommodation, purchase of breakfast, lunch, tea or evening meal will be reimbursed, to the value stipulated, subject to evidence of the expenditure being incurred. Payment cannot be made without receipts. If receipts exceed the amount detailed in the subsistence rates below, the excess will be met by the employee unless specific authorisation is provided by a member of the Senior Executive Team (Trust)/Head Teacher (School).

Subsistence payments are only made to staff that are prevented by their official duties from taking a meal at home or work place where they normally take their meals, and so incur additional expenditure.

Payment will not be made where a meal is provided to the employee.

Miscellaneous expenses may be claimed by employees as long as these items are for Trust business, and supported by valid invoice/receipts. The Trust will not reimburse for alcohol under any circumstances.

Subsistence Limit Rates

Breakfast	£12
Lunch	£12
Tea/refreshments	£6
Dinner	£30
Hotel	£120 outer London £165 London

Hotels

All hotel bookings should normally be made in advance through appropriate booking procedures. Careful evaluation and consideration of costings must take place before hotels are booked. A member of the Senior Executive Team (Trust)/Head Teacher (School) must authorise all bookings of hotels.

Staff should not stay overnight at the Trust's expense before or after a meeting when it is reasonable to travel on the day of the meeting. The timings of the meeting will be taken into account when authorisation is sought for bookings.

A single room rate should be obtained and a double room can only be booked if it is at the same cost as a single room and documentation to this effect is provided.

If the cost of staying in a specified hotel is above the attached limits set by the Trust, specific authorisation should be requested in advance from a member of the Senior Executive Team (Trust)/Head Teacher (School) for the additional expenditure. An explanation should be given for the additional expenditure.

Where possible, hotels will invoice the Trust for payment. However, it is recognised that hotels may require payment in advance and this can either be made by a Trust Business Charge Card holder or paid by the employee and reimbursed through payroll.