



OWLS Academy Trust

Staff Expenses Policy

Adopted by The OWLS Academy Trust on	Written March 2014
Next Review Due	Autumn annually updated

OWLS ACADEMY PRIMARY SCHOOL

Staff / Governors Expenses Policy

Introduction

OWLS Academy Employees and Governors may claim reimbursement in respect of actual expenditure incurred by them, arising from attending meetings, training and conferences. Purchases made on behalf of the academy must be approved by the budget holder prior to purchase and an official order raised through the school office.

Eligible Expenses

- Travel to and from meetings, training and conferences:

Car Use

Reimbursement will be agreed by governors up to a certain value and below this by the Head teacher. It will be calculated according to the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from school. If during school hours and on a day normally worked).

Governors will be reimbursed at the agreed rate which is in line with HMRC guidelines .i.e. 45p per mile.

Other Travel

All claims must be accompanied by a relevant receipt or ticket.

- Purchases made on behalf of the school (e.g. perishable items for cookery) provided they are supported by the relevant receipt(s). Authorisation must be sort from the budget holder for payment to be made; therefore you must be aware that if prior approval have not been obtained from the budget holder the school reserves the right not to reimburse the cost.

Procedure for Claiming

Employees will need to claim mileage back through their salaries by using the Expense Claim Form. This will be in line with HMRC to enable the correct taxation to be applied. The LA will produce a P11D at the end of the financial year.

All claims must be submitted within two months of the date of travel/purchase, using the schools travel/expense claim form, signed by the claimant and countersigned by the person authorising the claim. The claim should be passed to the office who will process the claim. Payment will be made either through Employee salary payment or cheque payable to the member of staff concerned.

Review

This Policy was reviewed by the Finance committee, adopted by the Full Governing Body and signed by the Chair of Governors and Headteacher.

The next review will take place in Autumn Term annually or when new regulations regarding transport or health and safety come into effect.

Policy Reviewed:	Autumn Term annually
Next Review:	Autumn Term annually
Signature of Chair of Governors:	Signature of Headteacher:

DRAFT