



OWLS Academy Trust

Reimbursement of Expenses Policy

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| Adopted by The OWLS Academy Trust on | |
| Next Review Due | |

Employees, Governors, Trustees and Members of The OWLS Academy Trust 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.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permit schools to provide certain payments to governors in order to cover costs for expenses paid whilst fulfilling their roles

This policy sets out eligible expenses that will be paid by the OWLS Academy Trust to employees, governors, trustees and members, and the procedure for claiming.



Eligible Expenses – Employees

Travel

Employees may claim for reasonable expenses incurred when travelling to and from meetings, training and conferences:

- **Car Use**

Reimbursement will be calculated according to the shortest route to and from the required destination (deducting any mileage that would normally be covered by travelling to and from school if during school hours and on a day normally worked).

Staff wishing to claim mileage costs for car use **MUST** hold valid insurance that permits the use of the vehicle for business use, and will be required to produce a copy of their insurance certificate as proof of this.

All claims for mileage will be reimbursed at the agreed rate which is in line with HMRC approved mileage rates.

Parking costs, if incurred, may also be claimed but must be accompanied by a relevant receipt or ticket.

- **Other Travel**

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

Purchases

Where necessary staff may make purchases on behalf of the school (e.g. perishable items for cookery), provided they are supported by relevant receipt(s). Authorisation must be obtained from the budget holder before the purchase is made: if prior approval has not been obtained then the school reserves the right not to reimburse the cost.



Eligible Expenses – Governors, Members and Trustees

Governors, Members and Trustees (hereafter referred to as “Governors”) will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Governing Body or Trust (as appropriate).

Travel

Claims for expenses may be made for travel on school or Trust business where the distance travelled is greater than the distance between the Governor’s household and the school. The reason for the travel must be related to the work of the governing body / Trust (e.g. governors’ meetings, training courses, etc)

- All claims for mileage will be reimbursed at the at the HMRC approved mileage rate.
- Travel by public transport or taxi will be reimbursed upon production of a valid receipt.

Care of Dependents

In cases where a governor does not have a spouse or family member to care for a child / children / other dependent relative at a time when the governor must attend meetings relating to the work of the governing body / Trust, then expenses will be reimbursed for the cost of the care.

Telephone Charges, Photocopying, Stationery, etc

Claims for reimbursements can be made where a governor is unable to use the school's facilities. Governors will need to provide a valid receipt or written details of the nature and reason for the costs being incurred.

Specific Needs

Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties. Examples of such circumstances may include: taxi fares, audio equipment, support from a signer, braille transcription, etc.

Other

This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed and agreed by the governing body in advance.



Procedure for Claiming

Governors, Members and Trustees

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

Claims should be made using a claim form (see Appendix A) and submitted to the school office for authorization and processing.

Employees

All claims must be submitted to the school office within 2-months of the date of travel / purchase.

- **Mileage / Parking**
Employees will need to complete a Mileage Claim Form. Distances claimed may be verified by use of online route planning tools such as Google Maps. Parking costs should also be claimed on this form and a receipt attached.
- **Purchases / Other Travel**
Employees should complete and expense claim form and attach receipts. The claim form should be signed by the claimant and countersigned by the person authorising the claim.



Method of Payment

Payment will be made either through Employee salary payment, cheque (payable to the employee / governor concerned) or, via Petty Cash (for lower value claims).



Appendix A – Governor/Trustee/Member Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section One

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|----------------------------|-------------------------------|---------------|
| Name of governor: | | Date: |
| Date of expenditure | Details of expenditure | Claime |
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| | | |
| | | |
| Total claim: | | £ |

[To be completed once authorisation of the claim has been approved.]

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|----------------------------------|--|--------------|
| Signature of governor: | | Date: |
| Signature of headteacher: | | Date: |
| Reimbursed by (name): | | Date: |

Section Two

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| Duty of service (e.g. childcare): | |
| Name: | |
| Amount received (£): | |
| Signature: | |
| Date: | |