



OWLS Academy Trust

Staff Expenses Policy

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

OWLS ACADEMY TRUST

Staff 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 above 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).

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 guidelines.

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 sought from the budget holder for payment to be made; therefore you must be aware that if prior approval has not been obtained from the budget holder the school reserves the right not to reimburse the cost.

Procedure for Claiming

All claims must be submitted within two months of the date of travel/purchase

Mileage / Parking

Employees will need to claim mileage back by completing a Mileage Claim Form. Distances claimed may be verified by use of online route planning tools such as Google Maps. Parking fees should also be claimed on the same form and a receipt attached

Purchases

For all other claims, including travel via public transport, the schools expense claim form should be completed and receipts attached. The claim form should be 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.

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

DRAFT