



OWLS ACADEMY TRUST EXPENSES CLAIM FORM

Name:	Department / Budget:	Claim for Month Ending:
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Date	Brief Description and REASON for Expense Incurred	Receipt No.	Miles	Mileage Claim (£)	Rail / Coach / Tube (£)	Hotel Bills, etc (£)	Other Costs (£)	Account	Total (£)
Total Claimed									

Less Advances:	
Amount Payable:	

Name of Claimant:	Signed (Claimant)	Date:	Paid: Cash / Cheque
Name of Manager:	Signed (Manager)	Date:	Paid date:



NOTES FOR COMPLETION OF THE EXPENSES CLAIM FORM

- 1) It should be noted that the expenses are paid from Public Funds and hence it is the responsibility of the individual to ensure that the costs are kept to a minimum. Expenses should not be incurred unless they have been approved previously.
- 2) Claims should be submitted monthly in arrears for expenditure necessarily incurred in carrying out duties in connection with requirements of the School / Trust. Where expenses are incurred for professional development purposes, this should be indicated accordingly.
- 3) Receipts must be submitted with the claim except for car mileage claims.
- 4) All claims must be counter-signed by the Line Manager or Line Manager's Superior.
- 5) Claims are normally reimbursed within two working weeks. If there is a delay or a query, please contact the Finance Department.
- 6) Mileage reimbursements are at Inland Revenue approved rates. Drivers must hold insurance that permits use of the vehicle for business purposes.
- 7) When travelling to/from the destination to your home, in order to comply with HMRC rules, only the lower of the cost of home to destination or normal work place to destination may be claimed.
- 8) Staff are expected to use the most cost efficient mode of travel. In certain cases train or Underground travel will be more cost efficient than driving by car. Taxis should only be used when public transport is not accessible or there is a health and safety issue. Any bookings for rail travel should be made at least 2 weeks before departure in order to obtain the benefit of cheaper rates. For overnight accommodation, most economical hotel rates should be booked. Cost of overnight accommodation should be agreed with the Head Teacher.
- 9) Receipts must be submitted with subsistence claims. Any claims for meals at expensive restaurants or for consumption of alcoholic drinks or for benefits in kind will not be accepted.