



OWLS Academy Trust

Staff Overseas Travel Policy

Date Detail June 25th, 2018

Original, based on Trust Policy 25.06.17

Reviewed annually

Approved by Jonathan Tedds, Chair of Governors

Adopted by The OWLS Academy Trust	Annually in June
Next Review Due	Annually in May

Within the OWLS Academy Trust, there is potential for overseas travel to occur for:

- Staff professional development; or
- Taking children on a residential trip

This policy sets out the procedures / protocol in the event that any member of staff is required to undertake overseas travel in the course of their duties.



Approval for Travel

All overseas travel must have a clear rationale, and staff will be required to outline the purpose, aims and expected outcomes of the visit when seeking approval for travel.

Upon return a report must be submitted to the Trustees within 4 working weeks.



Travel Arrangements

All travel will be funded at economy class, although comparison with business class for the total package can be made. Exceptions to this may be funded by schools/budget holders for specific school purposes or to meet specific employee needs (e.g. work of health requirements) on a case-by-case basis.

Executive or superior floors or rooms may be booked where price is not prohibitive or where health and safety might be an issue (e.g. increased security).

All overseas travel, including hotels, must normally be booked through an ABTA registered agent, to ensure best value and access to travel advice and support. In individual cases alternative bookings, notably through the internet, may prove more cost effective, in which case bookings must be completed through the school office.

Travel that is not booked by an approved means will not be authorised / reimbursed.



Subsistence

Subsistence will be paid to a maximum of £40 per day. Alcoholic beverages are not included as part of the daily subsistence rate. All expenditure should be receipted and unspent money returned to school within 1 week of return to the UK (where issued in advance of the visit).

Staff should use their discretion regarding hospitality expenses, balancing need against cost and obtaining clearance in advance where possible.



Finance

Staff must apply for any cash advances *at least* 2-weeks prior to travel.

All expenses must be receipted and submitted within 1 working week of return to the UK.

The cost of vaccinations and related medication (e.g. malaria tablets) will not be reimbursed.

TOIL, Rest Days and Annual Leave

Staff may be entitled to TOIL (time off in lieu) and this must be agreed with their line manager prior to travel.

Staff overseas are entitled to claim expenses (subsistence, accommodation) during programmed rest days when abroad, to the same value as claimed on working days.

Staff may choose to take additional holiday whilst visiting overseas, but only if it naturally ties in with the school holidays. This must be funded by the individual member of staff.

Insurance

Visits by children accompanied by school staff will be covered by the school insurance policy. Individuals travelling for CPD reasons must have their own insurance.

Emergency contact details will be provided for use in the event of any problems arising while abroad.

If ringing the school then the cost can be reimbursed, but it is advisable that the school phone is used wherever possible to avoid costs. Exceptions to this may be emergencies (e.g. a situation arising back in the UK); these will be permitted on a case-by-case basis and subject to confirmation after the event. Where practical all telephone calls must be receipted.

Health and Safety

When travelling with children all school risk assessments must be completed in line with requirements for residential trips, and appropriate permissions must be sought (e.g. via LCC Health Safety and Well-being Service).

Travel with Spouse / Partner / Dependents

If a member of staff chooses to take a non-employee with them when travelling overseas for CPD , then all costs incurred are the responsibility of the member of staff and not the school. This would not be allowed when taking children on a residential visit.