

# **Reimbursement of Expenses Policy**

## **The Lancaster School, Woodlands Infant and Nursery School & Birchwood Junior School**



### **Introduction**

As a general rule, staff will be reimbursed for all reasonable expenses that they incur wholly, necessarily and exclusively in the course of the school's business.

### **Authorisation Procedures**

Payments to members of staff for personal expenditure must be made using the appropriate form. Supporting documentation (receipts and other supporting information) must be attached to the form and handed to the School Business Manager/Bursar within the month the expenditure is incurred.

Before any expenses are paid, they will require approval and authorisation.

### **Travel Expenses**

Travel expenses may be claimed for travel to courses and meetings. School does not pay travel from home to normal place of work. Mileage claims will be paid only for journeys that start and end at school or from home to the destination, whichever is the shorter distance. If travelling directly from or to home the normal mileage that would have been travelled from home to school should be deducted from the total mileage claim for the journey. **Mileage is paid at 45p per mile.** Claims must be on an expenses claim form and include the date of travel, the destination and the purpose of the journey. Parking charges will be reimbursed against the production of the parking receipt and attached to the claim form. Every reasonable attempt should be made to car share.

### **Vehicle Insurance**

Staff members are responsible for ensuring they are appropriately insured prior to travel.

## Public Transport

Where staff use public transport on school business, reimbursement will be made on a receipt basis provided the expenses are reasonable.

## Rail Travel

Wherever possible employees should travel by train at 2<sup>nd</sup> class passenger rate or the most cost effective way to travel. Staff may choose to travel at 1<sup>st</sup> class rate but they will only be reimbursed the cost of 2<sup>nd</sup> class travel. Train fares should be pre-booked to achieve savings. School is only liable for the costs relating to a member of staff's travel, any accompanying persons will be responsible for their own costs.

## Subsistence and overnight accommodation

Where this is necessary, it will need approval by the Headteacher and will only be reimbursed on production of receipts. Costs must be agreed in advance and reasonable.

## Re-imbursement for purchases

Purchases made on behalf of the school (e.g. perishable items for cookery) must be authorised in advance by the Headteacher and claimed through petty cash (for small items) or on an expenses claim form (for larger items). Staff should make reasonable efforts to get the best value possible when purchasing items. A relevant receipt must support all claims. If prior approval has not been obtained from the Headteacher the school reserves the right not to reimburse the cost.

Claims will be subject to independent audit and be investigated by the Headteacher if they appear excessive or inconsistent.

**The submission of false claims will be treated as a fraud and will lead to disciplinary action.**

Policy considered and accepted at the Finance Committee Meeting (date)

Signature Chair of Finance Committee.....

Date .....

Document considered and accepted at the Full Governors Meeting

Signature Chair of Governors .....

Date .....