



STAFF TRAVEL EXPENSES POLICY AND PROCEDURE

Trust schools and recognised Trades Unions were consulted on this document (through the Trust's JCNC) and it was reviewed and approved again by the Trust Board on:	25 September 2018
Review date:	September 2021

Travel Expenses Policy

1. Scope

This policy applies to all staff employed by Unity Schools Partnership.

2. Introduction

Staff colleagues who are required to travel in the course of their employment are entitled to the reasonable reimbursement of expenses necessarily incurred.

3. Method of travel

Staff colleagues are expected to make use of public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a viable option due to non-availability of public transport, a disability or the need to take equipment or passengers. All staff colleagues are encouraged to undertake car-sharing where possible and when travelling to the same venue.

4. Rate of reimbursement

The following traveling expenses will be reimbursed:

- Rail fares: the actual cost incurred for standard return second class tickets will be reimbursed. Staff should seek the lowest fare available for the journey and the time of day. Wherever feasible, advance booking should be used to secure the cheapest fare. However, line / business managers should not unreasonably withhold full reimbursement when it has not been possible to book in advance. It is only normally possible to pre-book longer rail journeys. Used tickets or a receipt should be retained.
- Bus and underground fares. Expenses can be claimed as incurred. Staff should keep any bus tickets or receipts as a record of the cost.
- Taxi fares. As incurred for short journeys only if there is no other viable means of transport. Where a journey might require a taxi from home to a station, or from station to destination, line managers should consider whether it would be cheaper and/or more practicable for the staff colleague to use a car.
- Where travel by public transport is impractical, the rate of reimbursement for car mileage will be at a fixed rate, currently 45p per mile. As this rate of reimbursement is at the level determined by the Inland Revenue, no tax liability exists in respect of the sum reimbursed and payments can be made locally by individual schools, or centrally by the Trust as applicable.
- Reasonable car parking expenses will be reimbursed on production of a receipt.
- Electric cars: Actual cost of electricity used, + 5p per mile to cover wear and tear.

- Motor Cycles: as follows:

Cc band	Pence per mile
Up to 150cc	19.97p (18.85p)
151 – 500cc	24.00p (22.69p)
Over 500cc	24.00p (24.00p)

5. Insurance

Staff colleagues using their vehicle in the course of their employment must ensure that their car insurance policy covers business journeys undertaken on behalf of their employer.

6. Home to work travel

Home to work travel may only be claimed if a staff colleague has to return to their main place of work after the normal working, for example for a parents' evening or other school / Trust event.

7. How to claim

Staff colleagues must obtain their line manager's agreement in advance for any journeys to be undertaken for which a claim will be made. Individuals are free to determine the method of travel which they choose to use but should do so in the knowledge of the basis which will be used for calculation of reimbursement. The decision as to whether public transport is impractical should be taken by the appropriate line manager. Decisions should be made in a fair and equitable manner to ensure fair treatment of staff within the school and throughout the Trust.

Provided that the claim for mileage expenses is not for home to work mileage, which is taxable, schools may pay teachers from petty cash, in accordance with their arrangements for petty cash.

Home to work mileage must be shown on the relevant school / Trust claim form. The member of staff will be reimbursed in the following month's salary.