



Staff and Governors Expenses Policy

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Signed by Chair of Trustees:

A handwritten signature in black ink, appearing to read "A. Isaac".

Signed by Chief Executive Officer:

A handwritten signature in black ink, appearing to read "Fred Shumway".

Staff and Governors Expenses Policy

Introduction

Day One Trust (“DOT”) believes that it is right and fair that school and central staff, trustees, governors and committee members are reimbursed for costs incurred during the performance of their duties. This is an appropriate use of funds and claims will be paid from delegated budgets.

Principles

- No member of staff, trustee, governor should be out of pocket for expenses incurred during the course of their duties for DOT.
- All members of staff, members of the Governing Body, any non-governor members of committees established by the Governing Body will be treated equally.
- There is no provision in this policy for governors or non-governor members of committees to claim for loss of earnings or an attendance allowance.
- Individual members' expenses will be kept confidential, but expenses forms will be required to be completed and receipts provided for audit purposes.

Eligible Expenses

The following are eligible expenses for staff and governors, where appropriate:

- telephone charges, printing, copying, stationery etc;
- travel and subsistence, including meals purchased that would not otherwise have been bought.

Any other exceptional expenses will be considered by the DOT CEO, or if very exceptional, be referred to the Chair of the Operations Committee.

Telephone Charges and Stationery

Reasonable expenses will be met for phone calls made on behalf of DOT and stationery used for DOT's business. Printing or copying should be done using school facilities where possible. Claims for payments must be supported by the submission of a receipt, or in the case of a telephone claim, the relevant bill.

Travelling Expenses

Travelling expenses reasonably incurred by a governor or member of staff travelling on authorised school business shall be reimbursed by DOT.

Travelling expenses shall not be payable in respect of normal journeys between the staff home and normal place of business. Only amounts additional to the normal commuting cost from home to the main place of employment will be reimbursed.

Governors and staff who have to travel in the course of work will have the costs of public transport reimbursed. Reimbursement will normally be based on the most economical travel option, which will normally be second class travel on a train, with tickets purchased as far in advance as possible.

Public transport must be the first option. Only in exceptional circumstances will taxi fares or car hire be reimbursed and should be filed with a rationale including details of pick up and drop off point.

Governors and staff shall not be required to use their personal cars in the service of the Academy, but where they agree to do so the DOT shall pay an allowance in accordance with the provisions set out below. Governors and staff claiming private car travelling expenses must hold a valid driving licence and certificate of motor insurance which includes provision for use of the car for business. No additional payments will be made for transporting equipment or passengers in the car.

Governors and staff claiming travelling expenses are required to complete the claim form located in the shared drive [here](#).

Hiring a vehicle

Vehicles should only be rented for business purposes where it is cost effective and when public transport and taxis are impractical, more expensive or not available. The type of vehicle booked should be the minimum size and specification necessary to allow duties to be performed.

Fuel

The cost of fuel used on business can be reimbursed by submitting an appropriate receipt. Vehicles should be returned with a full tank, as hire companies charge inflated rates for refueling.

Parking

Reasonable car parking costs while on business will be met so long as a valid receipt is provided.

Fines

The individual must pay any fines, including parking tickets, incurred whilst using a hired vehicle for any motoring offences, promptly. Failure to do so will result in the cost of the fine and administration fee being recovered directly from the driver. DOT will not meet the cost of fines incurred by individuals for motoring or parking offenses while on DOT business.

Travel Rates

Day One Trust has adopted the current rates for travel:

- Car mileage
45p per mile.
- Public transport costs at lowest economic rate - first class travel will not be reimbursed unless circumstances are exceptional and agreed in advance..

Claims are to be submitted as soon as practicable after completion of the journey but certainly within the calendar month during which the journey occurred.

Subsistence Allowances

Subsistence expenses reasonably incurred by a member of staff, governor or trustee in the course of authorised travel on school business shall be reimbursed as detailed below.

Reimbursement is for food and soft drinks only. Payment of subsistence allowances is subject to the condition that expenditure for which the allowances are claimed has actually been incurred therefore claims for payments must be supported by the submission of a receipt. Where the receipted amount is less than the allowance, the actual amount will be paid.

In the case of an absence from the usual place of work, for the specified periods of time, the following rates shall apply:

Breakfast	£6	More than 4 hours away, before 10 am
Lunch	£8	More than 4 hours away, including the period 12 – 2 pm
Evening Meal	£12	More than 4 hours away, ending after 8 pm

Accommodation

Actual expenditure reasonably incurred

Please see the associated [Gifts and Hospitality Policy](#) if entertaining others.

Process

Governors and staff must complete a claim form and provide receipts, and/or other evidence of expenditure, wherever possible. To reduce administrative costs, claims should be submitted each half term, unless this is likely to cause hardship to individuals.

- **Governors** should submit forms to the Clerk to the Governors. To reduce administrative costs, claims should be submitted each half term, unless this is likely to cause hardship to individuals. Claims will be passed to the Chairman or Vice Chairman of Governors for approval. If the Chairman or Vice Chairman has made the claim it will be considered by the Chair of the Operations Committee. Approved claims will be passed to the Business Director for payment by bank transfer.
- **Staff** should submit claims directly to the Business Director. Claims will be approved by the relevant Budget Holder and will be paid by bank transfer.