

<b>Title</b>	Staff Expenses Policy
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>Expenses for Governors and Directors (TPO/FIN/02)</li> </ul>

REVIEWED: MAY 2017

NEXT REVIEW: MAY 2020

1. **Policy Statement**
  - 1.1 The Brooke Weston Trust is committed to ensuring that there is transparency and openness in terms of how it uses government funding to advance education. Academy employees should not be out of pocket and should be able to claim reimbursement for legitimate expenses incurred in carrying out their duties.
  - 1.2 The Brooke Weston Trust aims to ensure sufficient internal controls are in place to ensure appropriate levels of authorisation are obtained in respect of reimbursed expenditure.
  - 1.3 It will be expected that employees will be aware of the need to minimise the costs of travel, subsistence and incidental expenses.
2. **Who does this policy apply to?**
  - 2.1 This policy applies to all employees of the Academy and of the Brooke Weston Trust.
3. **Who is responsible for implementing and reviewing this policy?**
  - 3.1 It is the responsibility of all Academy employees to follow the procedure for claiming expenses outlined in this policy.
  - 3.2 The implementation of this policy will be monitored by the Senior Leadership Team of the Academy and will remain under constant review by Brooke Weston Trust.
4. **Procedure**
  - 4.1 Whenever an employee wishes to claim back costs incurred on behalf on the Academy, **appropriate proof of payment must be provided**. In all cases, receipts must be provided to support claims.
  - 4.2 The Academy will reimburse staff for all reasonable expenses necessarily incurred in the performance of their duties, such as mileage, car parking, rail fare and incidental expenditure. Consideration should always be given to using the most practical and cost-effective method of travel. Rail travel is only permitted by standard class unless a cheaper option is available. All reimbursement claims will be paid via the payroll system. Employees are encouraged to submit a claim form during the month in which the expenses were made. Employees cannot claim for expenses that are more than three months old.
  - 4.3 All claims must be made using the relevant Academy claim form.
  - 4.4 Authorisation and Responsibility:
    - All employees must complete and submit expense claim forms to the School Business Manager or HR Administrator within one month of which the travel or expenditure was incurred.
    - It is the responsibility of the employee to sign the claim form, seek authorisation for the expenditure from the relevant budget holder before the expense is incurred and to ensure the amounts claimed are justifiable and represent value for money.
  - 4.5 Mileage/Travel expenditure
    - Mileage claims will only be paid for business miles undertaken on behalf of the Brooke Weston Trust or its academies, the reimbursement of personal mileage or commuting mileage are excluded.
    - Business mileage will not be payable for any journey from home to your place of work

- Business mileage will only be paid if a journey starts from your place of work and/or returns to your place of work OR if a journey starts at home or finishes at home, the mileage claimed should be less the regular commuting distance.
- The mileage allowance is 45p per mile and can be claimed on all authorised Trust journeys using the 'Staff Travel Claim Form'.
- All claims for the purchase of rail travel and car parking must be made using the 'Staff Travel Claim Form' (appendix A) supported by the appropriate proof of payment/receipt.

#### 4.6 Spectacles for VDU Operators

If an employee is required to operate VDU equipment in order to carry out their duties:

- Where an optician certifies that a new or altered prescription for spectacles is required for VDU usage, the Academy will bear (or make a contribution towards) the costs of frames, lenses and any special prisms or tinting, subject to a maximum of £45, insofar as the cost relates only to the requirements for VDU usage.
- The Academy will also make a £20 contribution to the cost of the optician appointment, again, insofar as the cost relates to the requirements for VDU usage.
- In order for this to be paid, the employee must provide evidence of optician records and recommendations and receipts of expenditure. See appendix B for a copy of the claim form that the optician is required to complete.

#### 4.7 Other expenditure

- All claims for the purchase of incidentals must be made using a Staff Purchase Claim Form
- Expenditure over the value of £15 purchased on behalf of the Academy will be reimbursed via the payroll
- Expenditure below the value of £15 purchased on behalf of the Academy will be reimbursed via the petty cash system.
- All claims must be authorised by the budget holder prior to the expense being incurred.
- A VAT receipt as proof of purchase must accompany all purchases.

## 5. Policy Review

- 5.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

## Appendix A: Travel and Expenses Claim Form

Name		School	
Date of Travel		Destination	
Reason for travel			

Please note that mileage is paid from the Academy to destination and return to the Academy only.

Items	Cost
Mileage at 45p per mile <i>Please refer to paragraph 4.5 of the Staff Expenses policy for details of how mileage is calculated.</i>	£
Rail travel	
Other expenses	
<b>Total Claim</b>	<b>£</b>

I declare that I can confirm my car has business insurance, is road worthy, fit for its purpose and continues to have a current MOT certificate.

Signed	
Dated	
Line Manager Authorisation	

## Appendix B: Spectacles for VDU use – Claim Form

### PART A: To be completed by employee

Name:	
Department:	
Academy:	

### PART B: To be completed by the optician (Please complete Option 1, 2 or 3)

I am conversant with the standard recommended by the British College of Optometrists for VDU/DSE users, and after a sight test conducted today this user: -

**Option 1: Requires special corrective single vision appliances in order to meet the standard, solely and exclusively for VDU/DSE use**

Fee for basic sight test – full cost	£
Contribution to lenses and frames	£45
Total cost	£

**Option 2: Requires special corrective appliances modified, i.e. bifocal or multifocal, in order to meet the standard, solely and exclusively for VDU/DSE use**

Fee for basic sight test – full cost	£
Contribution to lenses and frames	£45
Total cost	£

**Option 3: Does not require special corrective appliances in order to meet the standard for VDU/DSE use**

Fee for basic sight test – full cost	£
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Recommended date for next eyesight test:	
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Additional comments/recommendations	
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Signed:		Print name:	
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Date:	
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Official optician stamp and practice address	
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### PART C: Line Manager authorisation

Name:		Position:	
Department/Academy:		Total amount of claim:	£
Signature:		Date:	
Principal's signature:		Date:	