



Royal Wootton Bassett Academy Trust Travel and Subsistence Policy

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RWBAT Responsibility: MAT LT

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Introduction

The purpose of this policy is to recompense employees for travel and subsistence costs they have necessarily incurred and is not, therefore, a subsidy or additional salary.

Business Travel

Only essential business travel should be undertaken. Where possible, alternative methods should be considered, including telephone, e-mail and, where available, video conferencing. Where travel is unavoidable, vehicle sharing should be promoted where 2 or more staff are going to the same location.

Business miles are classified as those miles travelled on business related matters that are in excess of your normal mileage to and from your designated work base. In most cases, this will be your normal place of work.

When making a journey outside a 50 mile radius from your work base, employees should travel by the cheapest form of transport. This could include public transport, an employee's own car.

Employees should also take into account the best interests of the efficiency of the service when making a journey. Although the preferred method of travel is public transport, the following factors may be appropriate in determining the method of transport of individual journeys:

- Time of day at which the journey is undertaken
- Notification given of the need to undertake journey
- The additional time involved in using public transport
- Avoiding the need to claim other allowances such as additional fares, subsistence or overnight expenses
- The number of people travelling
- Use of taxis should be the last resort if alternative modes of transport are not available

All business travel must be authorised in advance and claims must be submitted on the Travel Expense claim form and forwarded to the HR Team who will process or forward to finance.

Home to work mileage - general

Travel from home to site, or vice versa, can only be claimed when the mileage from home to site is more than that from the normal place of work to home. Site means any destination you are required to attend for work purposes which is away from your normal place of work. All mileage claims must be recorded on the Travel Expenses claim form.

Cars and motorcycles

Employees who use their car or motorcycle for work purposes can claim for any mileage used. All mileage must be recorded and claimed on the Travel expenses claim form and authorised by your line manager.

Mileage rates are set by HMRC. The current mileage rates are.

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

Subsistence

Out of pocket expenses

Employees who are required to attend a residential training course or conference will be entitled to claim out of pocket expenses. Please keep receipts for this purpose and record on a Travel expenses claim form.

Overnight Accommodation

The actual cost of overnight accommodation (evening meal, room and breakfast), excluding alcoholic drinks, will be reimbursed subject to:

- Prior approval by your line manager
- Production of itemised VAT receipts
- Amount claimed is for the employee only
- Where possible, arrangements can be made for the Academy to be invoiced directly

Any overnight accommodation must be arranged via the Finance Team and costs to be kept at a reasonable level.

Meal Expenses

A payment of up to £20.00 will be paid for meals to those employees who attend an overnight training course or school business where meals are not included. Receipts must be obtained and recorded on the Expenses claim form.

Employees responsibility

To ensure there is no delay on processing your claim, please ensure the following:

- All subsistence is properly claimable and supported with appropriate receipts. **If no receipts are provided then expenses cannot be claimed.**
- All required areas of the Expenses claim form have been properly completed
- The form is authorised by your line manager
- Claims must be submitted to HR by the 27th of each month in order to receive payment in your next salary payment. **Please note that all claims must be made within 3 months of the travel date**

Manager's responsibility

Before a line manager can authorise a claim, they must feel confident that:

- The journeys were authorised and mode of travel agreed in advance
- Travel claims represent only business travel
- Miles claimed are reasonable for the journey
- All required fields on the claim form are complete
- Receipts are attached to support the claim as appropriate
- All claims are made within **3 months** of the travel date

How to claim? - Travel Expenses Claim Form

For all claims a Business expenses claim form must be completed and signed by your line manager for authorisation. The following areas on the form are mandatory:

- Employee number
- Name
- Job title
- Postcode (HOME)
- Month of claim
- Type of allowance (if applicable)
- Vehicle registration number & vehicle cc (if applicable)
- Total miles claimable (if applicable)
- Receipts (if applicable)
- Total miles

Payments

All payments will be made via payroll and will be paid direct to you the following month.

Most payments will be non-taxable although some payments are subject to deductions for tax and national insurance in accordance with current regulations.

Title*		Employee No.*		Claim date Month Ending*	
Surname*		Postcode *			
Forename*		Vehicle Registration*			
Faculty*		Budget to take expenses from**			

TRAVEL CLAIM FORM All fields marked with an * must be completed

** Authorisation from budget holder is required

TRAVEL: MILEAGE CLAIMS FOR PERSONAL VEHICLES ONLY (see over for more)

Date	Purpose of Journey	From	To	Total miles	No of claimable miles
				Total	

TRAVEL: OTHER (all receipts must be attached)

Date	Receipt Number	Purpose of Journey	From	To	Mode of Travel	£
						Total

I declare that all business journeys and related expenses claimed were wholly and necessarily incurred in the performance of my official duties and comply with the above conditions. I understand that knowingly providing false information will be considered as gross misconduct leading to summary dismissal.

Claimant Signature: _____ Date: _____

I authorise payment of the amounts shown in the Summary, I also certify that the journeys and related expenses were necessarily incurred in the completion of this officer's official duties.

Budget Holder Signature: _____ Date: _____

Payroll Authorisation: _____ Date: _____

(To be signed by HR/Finance)

Instructions on Completion of Travel claim

- This form should be completed for all business journeys and related business expenses.
- Complete the form, in ink, clearly using **block capitals**.
- The following fields are mandatory and must be completed accurately and clearly in all cases;
 - Surname & Initials, Home Address, Department, Month of Claim, Employee Number
 - Vehicle Registration No. (when claiming mileage)
 - Details of dates, routes (when claiming mileage) and reason.

Additional Notes:

4. The total claimed for each category must be copied into the summary on the front of the claim.
5. Continuation sheets should be used where required and attached to the claim.
6. A **separate form** must be completed for each vehicle used.

ANY CLAIMS THAT ARE NOT COMPLETED FULLY AND CORRECTLY WILL BE RETURNED WITHOUT BEING PROCESSED

Claim & Rates checked by: (Initials & date)
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TRAVEL: MILEAGE CLAIMS FOR PERSONAL VEHICLES ONLY (Cont)

Date	Purpose of Journey	From	To	Total miles	No of claimable miles
Total					