



Central Staff Travel and Expenses Policy

October 2023

This policy was approved by the Trust Board on: 16th October 2023

1 Purpose and Scope

- 1.1 Derby Diocesan Academy Trust ("the Trust", "DDAT") is committed to ensuring a fair and transparent expenses policy. This Policy outlines the central staff's entitlements for expense claims and the requirements to submit such expenses.
- 1.2 This policy applies to all central staff who work under a DDAT contract of employment. It also applies to secondees to the central team. Excluded from this policy are School Improvement Colleagues when they undertake Ofsted inspections. Please refer to the separate addendum at the end of this policy for expenses incurred during Ofsted inspections.

2 Travel and Expenses

- 2.1 Employees have a responsibility to ensure that travel costs to the Trust are kept to a minimum, for example when appropriate use the virtual meeting option, or co-ordinating travel with colleagues, where possible, to keep the number of separate car journeys to a minimum. Employees should always travel using the shortest mileage route unless they can justify the time efficiency of using a higher mileage route or to circumnavigate accidents and/or incidents.
- 2.2 Employees who are required to travel for business purposes and/or are required to work at various Trust locations must ensure that they:
 - are in possession of a current full valid driving licence for the vehicle they are driving
 - have a motor insurance policy which covers them for 'business use' including the carrying of passengers and indemnifies the Trust (as employer) against third party claims or policy excess charges
 - ensure that the vehicle is in a roadworthy condition prior to the commencement of, and during the journey
 - have a current MOT certificate, where appropriate
 - have road tax for the vehicle, where appropriate
 - produce on an annual basis, and on request, their current driving licence, motor insurance policy, and evidence of their MOT for their manager to check and confirm validity
 - have read and understood the risk assessment for travelling for work purposes.
 - have completed and signed the driver vehicle record document
 - do not use a mobile phone when travelling on a business journey
 - take a break when they have travelled for two hours or more
- 2.3 Any reasonable parking fees etc, incurred during the journey will be reimbursed. VAT receipts should be retained in support of any claim and must be agreed in advance.
- 2.4 Reasonable adjustments will be made for employees who incur additional parking expenses when linked to a disability.

3 Mileage Entitlements and Rates

- 3.1 Employees can claim mileage in excess of 10 miles in a single journey to any work location other than their normal place of work (DDAT Head Office). Mileage in excess of 10 miles can also be claimed for your return journey. If more than one work location is visited in succession, then the full mileage of the journeys in between your first outgoing journey and your last return journey can be claimed.
- 3.2 Current mileage rates detailed below are based on HMRC rates and are not liable for tax and national insurance:
- 45p per mile for the first 10,000 miles
 - 25p per mile after the first 10,000 miles
- 3.3 An extra 5p per mile per person can be claimed for transporting Trust colleagues, in order to save additional mileage costs per person. The details of the passenger's name must be declared as part of their mileage claim.

4 Public Transport

- 4.1 Where it is reasonable and cost effective for employees to travel by public transport, they may do so and claim their expenses with a valid receipt.
- 4.2 Train travel should be booked in advance and as early as possible to ensure the lowest price is gained. Travel should always be in standard class unless there are exceptional circumstances that warrant first class travel, in which case prior approval must be sought from your Line Manager or the Chief Finance Officer.

5 Taxi Fares

- 5.1 The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of work purposes (value for money or time efficiency), or where it is otherwise reasonable e.g. if public transport is not available. Claims must be supported by receipts.

6 Fines

- 6.1 Fixed penalty parking fines or penalties will not be reimbursed. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

7 Food/Meals

- 7.1 The Trust will not reimburse you for the cost of your meal at your normal place of work or whilst working away. There may be occasions where you are expected to dine out for business purposes and in these circumstances and with prior approval from the Chief Executive Officer (CEO) or the Chief Finance Officer (CFO) such costs will be reimbursed.

8 Hospitality and Entertaining Cost

- 8.1 Employees shall not engage in hospitality or entertaining of colleagues/clients or customers at the Trusts expense.

9 Accommodation

- 9.1 If you are required to stay away overnight, you must obtain approval from your Line Manager or CFO in relation to the CEO in advance for the cost of accommodation and meals and any other reasonable expenses. Every effort should be made to source the cheapest accommodation and expenses should be kept to a minimum. The maximum amount payable will be £5.00 for lunch and £15.00 for an evening meal.

10 Other Expenses

- 10.1 Whilst the Trust supports some flexible working the Trust is not obliged to provide resources e.g. stationary, printing and or equipment to those working at home. Therefore, no other expenses will be reimbursed including ink cartridges, reams of paper etc. Pens, pencils, paper and other stationary is available from the stationary cupboard at the Head Office. As a Trust, we need to ensure that we meet our health and safety responsibilities whether staff are working at home or in a workplace as found here: <https://www.hse.gov.uk/home-working/worker/index.htm> and also in the DDAT Home Working Policy. There are facilities for you to do your printing at Head Office alternatively, these will be printed at your own expense.

11 Processing Expenses Claims

- 11.1 Employees must only submit claims for their own expenses and travel expenses payment will only be made for journeys actually undertaken.
- 11.2 All claims should be submitted at the end of each month and will be reimbursed within the following months' salary payment. Any claims submitted 6 months after they incurred may not be approved and this is at the discretion of the Chief Finance Officer.
- 11.3 A VAT receipt for fuel used on work journeys must be obtained and kept by the employee in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.
- 11.4 Valid VAT receipts must be submitted for all other expenses claims other than mileage claims.
- 11.5 All payment for expenses will be made through the monthly payroll, and where applicable the appropriate Tax and NI deductions will be processed.
- 11.6 Abuse of travel allowances will be managed under the disciplinary procedure. Any false claims will be appropriately investigated by the Trust or external

bodies and appropriate action will be taken, this may include disciplinary action and/or police prosecution.

Ofsted & External Assignment Addendum

Travel and Expenses

- A.1 All Travel and Expenses incurred in relation to Ofsted or external assignments can be reclaimed. All Ofsted inspection claims should be submitted on the DDAT Ofsted expenses claim form and not on the DDAT standard claim form.
- A.2 Employees who are required to travel for Ofsted or external assignments purposes must ensure that they:
- are in possession of a current full valid driving licence for the vehicle they are driving
 - have a motor insurance policy which covers them for 'business use' including the carrying of passengers and indemnifies the Trust (as employer) against third party claims or policy excess charges
 - ensure that the vehicle is in a roadworthy condition prior to the commencement of, and during the journey
 - have a current MOT certificate, where appropriate
 - have road tax for the vehicle, where appropriate
 - produce on an annual basis, and on request, their current driving licence, motor insurance policy, and evidence of their MOT for their manager to check and confirm validity
 - have read and understood the risk assessment for travelling for work purposes
 - have completed and signed the driver vehicle record document
 - do not use a mobile phone when travelling on a business journey
 - take a break when they have travelled for two hours or more
- A.3 Any reasonable parking fees etc, incurred during the journey will be reimbursed. Receipts should be retained in support of any claim and must be agreed in advance.
- A.4 Reasonable adjustments will be made for employees who incur additional parking expenses when linked to a disability.

Public Transport

- B.1 Where it is reasonable and cost effective for employees to travel by public transport, they may do so and claim their expenses with a valid receipt.
- B.2 Train travel should be booked in advance and as early as possible to ensure the lowest price is gained. Travel should always be in standard class unless there are exceptional circumstances that warrant first class travel, in which case prior approval must be sought from your Line Manager or the Chief Finance Officer.

Taxi Fares

- C.1 The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of work purposes (value for money or time efficiency), or where it is otherwise reasonable e.g. if public transport is not available. Claims must be supported by receipts.

Fines

- D.1 Fixed penalty parking fines or penalties will not be reimbursed. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

Food/Meals

- E.1 The Trust will reimburse you for the cost of your meal up to a maximum of £25 to demonstrate value for money at your location during the Ofsted inspection.

Hospitality and Entertaining Cost

- F.1 Employees shall not engage in hospitality or entertaining of colleagues/clients or customers at the Trusts expense.

Accommodation

- G.1 If you are required to stay away overnight, please complete the DDAT overnight stay request form and forward to the Central Team who will complete the booking on your behalf. Please add three venues to the form demonstrating value for money and your preference due to location and previous knowledge plus justification if not the best value option. We will ensure a private bathroom is allocated for each room booked.

Processing Expenses Claims

- H.1 Employees must only submit claims for their own expenses and travel expenses payment will only be made for journeys actually undertaken.
- H.2 All claims should be submitted at the end of each month and will be reimbursed within the following months' salary payment. Any claims submitted 6 months after they incurred may not be approved and this is at the discretion of the Chief Finance Officer.
- H.3 A VAT receipt for fuel used on work journeys must be obtained and kept by the employee in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.
- H.4 Valid VAT receipts must be submitted for all other expenses claims other than mileage claims.

- H.5 All payment for expenses will be made through the monthly payroll, and where applicable the appropriate Tax and NI deductions will be processed.
- H.6 Abuse of travel allowances will be managed under the disciplinary procedure. Any false claims will be appropriately investigated by the Trust or external bodies and appropriate action will be taken, this may include disciplinary action and/or police prosecution.

N.B. An employee impact assessment has been completed for this policy.