

Bethany School Purchases and Expenses Policy

February 2020

Principles

As a general rule, Bethany School staff will be reimbursed for all reasonable expenses which they incur in the course of the School's business. It is important that the procedures detailed in this policy are followed when making purchases and/or a claim for out of pocket expenses.

Usually, purchases should be approved in advance, and paid directly by the School, using cheques, petty cash, school credit card, or standard ordering systems (e.g. YPO). This should cover items involved in classroom costs, building maintenance, special projects and equipment etc.

Larger amounts (say over £20) should be agreed with the Head Teacher before purchases are made to ensure that funds are available.

A receipt is required for any goods and/or services purchased and should always be submitted to the Head Teacher.

Out of pocket expenses

While the above procedure is preferable for most purchases, with prior authorisation, staff members may choose to buy items for School use with their own money and be reimbursed following the procedures outlined below.

- **First** seek authorisation for a purchase and ensure that reimbursement funds are available within a designated budget (e.g. training, travel, building, classroom costs).
- **Retain a receipt** for the item and submit to the Head Teacher
- Upon approval, reimbursement will be made either through petty cash (for small amounts) or via bank transfer separate from payroll.
- Claims will be monitored by the Head teacher and investigated if they appear to be excessive or inconsistent.

Travel expenses

Reimbursement at HMRC approved mileage rate) may be claimed for travel to courses, trips and meetings using the guidance below and following receipt of an authorised expenses claim form. This rate is currently set at 45p per mile. <http://www.hmrc.gov.uk/rates/travel.htm>.

Subsistence and overnight accommodation

Currently there is no allowance for this as staff do not travel extensively or often require overnight accommodation. If this should occur, authorisation will be required from the Senior Management Team.

Volunteers

The Governors would not want anyone to suffer hardship or be out of pocket through their involvement with Bethany School. Where **reasonable expenses** occur during the course of volunteering, such as train fares or training costs, a volunteer can be reimbursed using our usual claims process with the claim form below.

Occasionally, a volunteer or Governor may wish to waive such reimbursement costs as an act of generously giving to the School. In such instances we are thankful for their thoughtfulness and gratefully receive these gifts. (Note: it is not possible to claim *gift aid* in such circumstances; *gift aid* can only be claimed on 'cash' gifts).

Guidance – travel

Travel expenses

Travel expenses may be claimed for travel to courses and meetings. The School does not pay travel from home to a normal place of work. Normally, mileage claims will be paid only for journeys which start and end at school or from home to the destination, whichever is the shorter distance. If travelling directly from or to home the normal mileage which would have been travelled from home to school should be deducted from the total mileage claim for the journey. Separate procedures, not covered in this policy, apply to the use of transport for School trips.

The School has adopted the current rates for travel specified by Her Majesty's Revenue and Customs' Approved Mileage Rate. These are published periodically at: <http://www.hmrc.gov.uk/rates/travel.htm>. This rate is currently set at 45p per mile.

Claims for mileage must include the date of travel, the destination and the purpose of the journey. Authorised parking charges will be reimbursed against the production of the relevant parking receipt and submission on an authorised expenses form. When staff are aware that other staff members are travelling to the same destination, every reasonable attempt should be made to car share. The School will not under any circumstances, reimburse parking speeding or any other traffic violation fines.

Insurance

As the School does not provide car insurance cover for staff using their own vehicles, staff are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with school business, or not use their vehicles for school business. Volunteers are advised to check with their own car insurance provider that they are insured for using their vehicle in a volunteer capacity.

Public Transport

Where staff use public transport, reimbursement will be on a receipts basis, provided the expenses are reasonable.

Rail Travel

Wherever possible employees should travel by train at Standard class passenger rate or the most cost effective way to travel. Staff may choose to travel at 1st class public transport, but they will only be reimbursed the cost of Standard class travel. There is an expectation that, where possible, train fares are pre-booked to achieve savings.

The School is only liable for the costs relating to a member of staff's travel. Any accompanying persons will be responsible for their own costs. The exception to this is where their attendance is required as a representative of the School and in such circumstances, prior approval must be obtained from the Head Teacher.

Policy approved by Governors: 10/02/2020

Policy due for review: 2025

Bethany School Expenses Claim Form

Claimant name:

Claimant address:

Claimant signature:

Date of Claim:

Receipts must be attached itemising each claimed sum and a description of the purpose will assist in the correct accounting allocation. If additional detail, multiple entries or description is required then please detail on a separate summary and attach.

Item	Purpose	Date	Value

Number of miles	Purpose	Date	@ ___ p per mile	Value

Please reimburse the following sum:

Total Claim: _____

For internal Use:

Approved by:

Paid by:

Position:

Method:

Date:

Date: