Harbour Schools Partnership

A guiding light for education

Staff Expenses and Travel Policy

Date Adopted: December 2025

Reviewed on: n/a

Author/owner: Board of Trustees

Anticipated Review: December 2027

NB. 'Trustees' means the Directors referred to in the Trust's Articles of Association.

Introduction

History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
1	19th November 2025		New THSP Policy to replace Ventrus and Tarka policies	Merger

Links to other Trust Policies

Finance Policy & Procedures

Contents

History of most recent policy changes 2
Links to other Trust Policies 2
1 Introduction and General Principles 4
2 Scope 4
3 Staff Benefits 4
4 Contributions towards fees for approved qualifications and related study leave 4
5 Authorisation, Responsibility and Procedure 5
6 Travel Considerations 5
6.4 Private Cars 5
6.5 Car Parking 6
6.6 Taxis 6
6.7 Rail 6
6.8 Subsistence 7
6.9 Overnight Accommodation 7

1 Introduction and General Principles

1.1 All staff have a responsibility to ensure that financial and other resources entrusted to the Trust are used to best effect to further the best interests and the purpose of each Academy. This policy provides staff with detailed guidance on the procedures to follow when incurring/claiming expenses (e.g. travel and subsistence, course fees) which are required wholly, necessarily and exclusively for the performance of their duties.

1.2 There is a fundamental requirement on all staff that they should not incur any personal financial benefit through their employment by the Trust other than their agreed salary. Any breach of this requirement may lead to disciplinary procedures. Relevant staff are required to disclose any pecuniary or other links they may have with the Trust's suppliers by means of a completed entry in the Register of Interests.

1.3 The Trust recognises that there are situations where an employee may be entitled to benefits in addition to their salary. This policy sets out the provisions and criteria for additional benefits.

1.4 Staff must also be aware that public relations and perceptions require that the Trust not only has a rigorous, effective and transparent Staff Expenses and Travel policy in place, but also that no misleading or unfortunate impression can be created in the application of the policy. Accordingly, the Responsible Officer in conjunction with the external auditors will be requested to carry out periodic targeted reviews of the application of the policy.

1.5 The Director's as formally designated Accounting Officer are responsible for ensuring compliance with all Financial Policies and Procedures. Ultimately the Accounting Officer is answerable to Parliament via the Public Accounts Committee for all uses to which the Trust's public funding is put, and this policy contributes to the framework within which this accountability sits.

2 Scope

2.1 The Trust will reimburse staff for all reasonable expenses wholly, necessarily and exclusively incurred in the performance of their duties, such as travel, subsistence and accommodation. Consideration should always be given to using the most practical and cost effective method of travel. Purchase of resources should, where possible, be done through the office but where this is not possible, staff will be required to submit an expense claim form for reimbursement. Authorisation for this expenditure must be sought from the Head Teacher prior to purchase. All reimbursement claims will be paid through BACS.

3 Staff Benefits

3.1 There are a number of staff benefits which have been agreed by the Trust made in addition to salary. These include: -

- Provision of the Trust's uniform e.g. polo shirts for P.E. and outdoor coats for playground duties etc.
- Free lunches for staff on lunch duty and / or eating in the dining room with the children to model social skills and assist children with tool use and encourage healthy eating
- Provision of lunch on INSET days, as appropriate

4 Contributions towards fees for approved qualifications and related study leave

4.1 The Trust takes a positive view of staff wishing to further their qualifications. The Trust will consider contributing towards course fees provided the course is directly relevant to the staff members work at the Academy or will enable the staff member to make further valuable contributions towards his/her work at the Academy.

4.2 Approval for such contributions will be at the discretion of the Headteacher, CEO or CFO.

4.3 Any study leave required for the course during ordinary hours must have prior approval from the Headteacher, CEO or CFO and will be counted as unpaid leave.

5 Authorisation, Responsibility and Procedure

5.1 All staff should submit their expense claims for approval as follows (expenses approvers):

- Primary school staff - to Headteacher
- Headteacher – to expenses@thsp.org.uk for consolidation and approval by the CFO (reviewed periodically by relevant DCEO)
- CEO – to CFO (reviewed periodically by Chair of Trustees)
- Secondary school staff – to line manager
- Harbour Support Services and Education Support Services – to line manager

5.2 Expenses submitted by the 5th of the month will be paid by 25th of the month.

5.3 The approver will validate the claim and ensure that the amounts claimed are justifiable and represent best value, before being passed to expenses@thsp.org.uk for recording and processing.

5.4 Receipts must accompany claims that are not for mileage. Credit card slips or statements will not be accepted as evidence of business expenditure. A VAT receipt must include the name and address of the retailer, the retailer's VAT registration number, the date of the purchase, details of what goods or services have been purchased and the VAT inclusive value of those goods or services in sterling. Where receipts are not available the reason for their unavailability must be given.

5.5 Claims must be submitted within the month following the term in which they are incurred to be eligible for reimbursement. At the end of the academic year, all expenses must have been submitted to be eligible for reimbursement. This is to facilitate effective budget management for the schools and Trust.

6 Travel Considerations

6.1 When travelling, employees are expected to use the most cost effective, direct means of transport.

6.2 Home to School Travel - Staff are responsible for the cost of all travel between their home and their normal primary place of work. It is possible for staff to have more than one normal place of work; guidance can be found in the HMRC Employee Travel guide. Staff will not be paid home to work travel but may claim same day travel between sites, per the HMRC guidance.

6.3 Journeys between Home and Temporary Place of Work - If you can demonstrate that your journey from home to a temporary base (or vice versa) incurs excess travel costs, the excess costs will be reimbursed. Full details of the excess costs must be provided on your expense claim. Excess travel costs are classified as the additional mileage required in comparison to your home to primary place of work.

6.4 Private Cars

6.4.1 Staff may use their private cars for school purposes, including inter site travel, and will be reimbursed at the appropriate rates set by the Academy.

6.4.2 All staff members submitting a mileage claim must have completed the driver declaration. If any staff are claiming mileage for business travel it is expected that they will have business use insurance included on their car insurance.

6.4.3 Private cars may be used for journeys of less than a 200 mile round trip. It is generally more cost effective to use an alternative method of transport for journeys greater than 200 miles. Where a journey of greater than a 200 mile round trip is to be undertaken in a private car, prior approval should be sought from the expenses approver. Drivers undertaking long journeys must allow sufficient time for the journey and make regular stops to ensure their well-being and alertness.

6.4.4 Any parking, Road Traffic Act fines or penalties incurred are the personal responsibility of the member of staff and will not be reimbursed by the Trust.

6.4.5 Drivers must ensure the roadworthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.

6.4.6 Mileage will be paid at the published HMRC AMAP (Approved Mileage Allowance Payments) rate. When travelling on business by car, directly from or to your home, you must deduct your usual home to work base mileage from your mileage claim. This is a requirement of HMRC.

	Mileage Allowance – per vehicle	HMRC published rates
Cars and Vans	On first 10,000 miles in the tax year	£0.45p per mile
	Each additional Mile above this	£0.25p per mile
	Passengers (per passenger)	£0.05p per mile
Motor cycle	Any distance travelled in a tax year	£0.24p per mile
Bicycle	Any distance travelled in a tax year	£0.20p per mile

6.5 Car Parking

6.5.1 The Trust will reimburse all expense for car parking costs incurred whilst travelling on Trust business aware from the employees contracted place of way.

6.5.2 A receipt for the car parking must support the claim.

6.6 Taxis

6.6.1 When travelling by taxi, a receipt must be obtained. Where possible, the claimant should obtain prior approval from the expenses approver before using a taxi. Travel by taxi should be kept to a minimum and normally only used under the following circumstances:

- Where heavy baggage or equipment is being transported
- Where no public transport is available
- When a member of staff has a temporary or permanent mobility issue, or
- Where personal security is perceived to be an issue

6.7 Rail

6.7.1 First class rail travel is only permitted where the authorising expenses approver considers that the need for a working environment, use of portable computer equipment for example, is justified given the length of journey, nature of journey and cost of journey. The only exceptions are where it can be demonstrated that it is the cheapest ticketing option of all available tickets.

6.7.2 Significant savings can be obtained by specifying outward and/or return journeys at time of booking.

6.8 Subsistence

6.8.1 When staff are working away from the school and meals are not provided as part of the purpose for travelling (e.g. attendance at a conference), staff may claim the actual cost of relevant meals on presentation of receipts, up to the limits (including VAT and service) below. All claims must be supported by appropriate detailed VAT receipts or invoices.

6.8.2 The limits listed below take account of the fact that staff would normally incur a domestic cost for meals in any case.

	Subsistence – Not overnight	Per Person
Breakfast	When leaving home on a trip prior to 6am	£6 per meal
Dinner	If travelling after 7pm and be away from normal place of work for more than 5 hours (or 10 hours if lunch has also been claimed)	£20 per meal

6.8.3 Claims cannot be made for alcohol.

6.8.4 If certain meals have been provided, such as breakfast being included in the accommodation charge or location catering provided for lunch, only the other meals may be claimed.

6.9 Overnight Accommodation

6.9.1 Overnight stays must be pre-approved by the relevant authorised signatory. If you must stay away from base overnight, the Trust will pay for the cost of a standard room with bathroom facilities.

	Hotel Accommodation & subsistence rates	Per person. Not Exceeding
Inner London	Bed & Breakfast basis	£225 per night
Inner London	Room Only	£210 per night
Outside London	Bed & Breakfast basis	£120 per night
Outside London	Room Only	£110 per night
Breakfast Rate	Inner London – available on a room only basis	£15 per meal
Breakfast Rate	Outside London – available on a room only basis	£10 per meal
Dinner Rate		£20 per meal