



The Wharf Nursery School Governor and Staff expenses Policy

Valid from: March 2020

Next review due: March 2022

Introduction

This Policy sets out arrangements for the reimbursement of expenses incurred whilst working on behalf of The Wharf Nursery School. The Policy applies to all employees, and members of the governing body.

The Wharf Nursery School Governing Body values its members, who voluntarily commit their time and expertise to developing our school and ensuring we achieve our aims. We believe that all eligible members of the community who wish to stand as governors should be able to do so without being penalised financially. All governors and associate members are eligible to claim expenses in accordance with this policy.

Scope

Expenses covered by this policy include:

- Mileage costs
- Parking
- Public Transport
- Subsistence
- Overnight accommodation
- Telephone calls

The expenses reimbursement process is not a substitute for the procurement process. Items generally not recoverable through personal expenses (for value for money, propriety, tax or general good governance reasons) include:

- Refreshments for general staff use
- Staff entertainment
- Gratuities / tips
- Items that should be obtained through The Wharf Nursery School procurement process e.g. stationary, IT equipment/consumables , except with prior agreement
- Greetings cards, gifts and flowers for employees

These items should be purchased through The Wharf Nursery Office having been approved in advance, in accordance with The Wharf Nursery School Finance Policy.

- Greetings cards, gifts and flowers for governors may be purchased may be purchased by the School Office with prior agreement of the Headteacher up to a maximum value of £40 per Governor in any school year



Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body. We expect governors to minimise their expenses by considering the most cost-effective options, for example, by car-sharing where possible. Governors may not claim for actual or potential loss of earnings or income, or for their time.

Eligible Expenses and Allowances

Categories of eligible expenditure for Governors are as follows:

- Care arrangements:
 - Telephone calls and postage.
 - Travel.
 - Subsistence.

Criteria for Claims

Staff

- All claims must be made using the standard Wharf petty cash form or SCC mileage claim form as appropriate.
- These should be submitted on a monthly basis (wherever possible during the year and in all cases by the financial year end) and passed to the Bursar
- Claims up to £10 may be processed by the Bursar. In accordance with the School Finance policy, claims above £10 must be approved by a cheque signatory (employees) and the Chair of Governors for Head Teacher claims above £30.

Governors

- All claims must be submitted to the Chair of Governors which will then be passed to the school bursar for payment on a form available from the school office.

All

- Claims must be made within one month of the expenditure being incurred (except for telephone calls).
- Original receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Claims must be signed by the employee or governor
- Claims must not include expenditure incurred by other individuals
- Claim forms containing errors / amendments will not be accepted

Travel Claims

- Employees themselves are responsible for any costs incurred in journeys between their home and normal place of work ***Journeys between an employee's home and normal place of work cannot be claimed under any circumstance.***
- Travel should be by the most appropriate means of transport available taking into account cost and practicality. Specific guidance is set out below for private mileage, public transport and taxis.
- **Business mileage**
 - o Employees who use their own vehicle for business purposes must ensure that:
 1. The vehicle is taxed and has a current MoT certificate (if required)
 2. The vehicle is fully insured for business use (copy to be provided to school on request)
 3. They hold a current valid driving licence
- The SCC claim form should be completed for mileage claims to show:
 - Full details of each journey including start, end and all intermediate stops
 - Date of journey



- Actual miles travelled
- Notional miles travelled based on a start / end point of normal place of work

- Reimbursement will only ever be made on the lower of actual / notional miles.
- **The shortest route only will be reimbursed.** If any other route is followed, and claimed, then a full reason must be submitted and approved by the Headteacher (employees) or Chair of Governors (for the Headteacher and Governors).

- Reimbursement will be at the HMRC permitted rate in force at the time of the cost.

Car parking

- The full cost of car park charges will be reimbursed on receipt of the original ticket. Claimants should seek to park in the cheapest available parking facility.

Public Transport

- Where public transport is used, the most economic ticket available should be purchased.
- Wherever possible, tickets should be purchased as far in advance as possible to take advantage of discount fares. **In any event, premium or first class travel will not be reimbursed under any circumstances.**
- For travel by taxi, the rate shall be limited to a maximum of £15.00 per journey.

Expenses and Allowance Rates

Rates at which allowances are payable are as follows:

- Care Arrangements (for Governors only)
 - Actual costs incurred, up to a maximum of £5.00 per hour.
- Telephone Calls and Postage
 - Actual costs incurred.

Subsistence

- Subsistence (meals and refreshments) will only be reimbursed for overnight stays where approved in advance with the Headteacher (employees) or Chair of Governors (Headteacher).
- If additional expenses are incurred because work as a member of staff or governor requires taking meals (i.e. breakfast, lunch or dinner) away from our school area or home, reimbursement will be made for the food/drink items bought on the day claimed as the lower of cost or maximum rate as follows:
 - Breakfast / Lunch £5
 - Evening Meal £10
- In all cases, claims must be supported by a receipt for the actual amount incurred.
- No reimbursement will be made for alcoholic drinks.
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Overnight Accommodation

- Claims for Overnight accommodation must be approved in advance by the Headteacher (employees) or the Chair of Governors (Headteacher). Budget style accommodation such as Travelodge etc. should be used. The cheapest appropriate room should always be used.

Telephone Calls and Postage

- Official office phones (landline or where provided, mobiles) should always be used where possible. Where business calls have to be made on personal mobile phones or domestic landlines, these will only be reimbursed when supported by an itemised bill.
- Actual costs incurred for postage may be reclaimed

Care Arrangements (for Governors only)

Governors will be able to claim

- Childcare or baby-sitting expenses, where not provided by another member of the household;



- Care arrangements for an elderly or dependent relative, where not provided by another member of the household.
- Actual costs incurred may be claimed up to a maximum of £10.00 per hour.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made.

Review

The Governing Body will review this policy according to its agreed review cycle.