

E-ACT POLICY

PARKWOOD ACADEMY

Travel Expenses

Date agreed by Governors	
Date of review	
Responsible officer	Principal / Business Director

Travel expenses policy for E-ACT staff

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1. Introduction

There will be a number of occasions during employment with E-ACT when legitimate expenditure will be incurred whilst on the organisation's business. The aim of these guidelines is to clarify the types and levels of expenditure that E-ACT will reimburse, and to set out the procedures for making claims. It is E-ACT's policy that no member of staff shall suffer any financial loss as a result of legitimate reasonable expenditure incurred whilst engaged on organisation's business. Employees must, however, attempt to keep all expenditure to a minimum and take advantage of special rates and discounts where possible, for example through the use of APEX and off peak fares. As a charity,. E-ACT would expect its employees to take advantage of special offers and also of any particular discounts that individual employees are able to take advantage of.

These guidelines are only for the use of all direct employees of E-ACT who might incur expenses in pursuit of their employment with E-ACT.

2. Claiming Expenses

Timetable and Time Limits

All claims for expenses must be made via the appropriate claim form and with the approval of the appropriate budget holder no later than five working days following the ending of the financial period to which the claim relates.

Approval

All expense claims must be approved by the appropriate budget holder, who must be satisfied as to the legitimacy and reasonableness of the claim. No claims will be paid without this approval.

Directors' expense claims must be authorised by the Director General and the Director General's expense claims must be authorised by the Chairman.

Where the following de minimis rates are exceeded, a signed off business case/explanation (pro forma attached to this document) must be attached to the claim form. This must be authorised as above:.

- Hotel - £120 per night rate (£150 in London)
- Minicab, taxi or any driven journey (other than own car) - £25 per journey
- Restaurant bills - £35 per head (note that inclusion on hospitality register can demonstrate the business case)
- Class of train travel – any class in excess of that in the following policy

Please note that the above limits do not necessarily indicate that expenditure up to this amount is considered reasonable in all circumstances. All employees should endeavour to ensure that expenditure is appropriate and reasonable and can demonstrate good value for money.

Cash Advances

Cash Advances to a maximum of £200 may be available to meet specific anticipated expenditure and applications should be made at least five working days in advance. Applications for cash advances must be approved by the appropriate budget holder, and deducted from the total claim for the expenditure. Where the actual expenditure is less than the advance, the surplus must be reimbursed on the employee's return to the office.

Production of Receipts

Receipts, or other documentary evidence such as rail tickets, must be produced for all expense claims. The only exception to this rule will be in the case of claims for travel by Transport for London routes where receipts are not produced.

3. Allowable Expenses

1) Travel

General: cost of travel between home and place of employment remains the responsibility of the individual employee. Travel documents for daily journeys to work, such as travel cards and season tickets, should be used wherever possible for other journeys made in pursuit of your employment with E-ACT. Where a journey to a location other than the employee's main place of work involves part of the normal home to office journey (eg home to local station), only the incidental costs of travel over and above that normally incurred may be reclaimed

Ordering Tickets: where possible, advanced tickets should be ordered using E-ACT's travel providers to ensure that the best price is obtained

Rail Travel: all employees should travel in Standard Class accommodation (unless contractually entitled otherwise). Rail travel should be booked through E-ACT's approved travel managers. Normally this will be NYS and Charity Line. Employees should only use different booking methods if a) bookings need to be made whilst at a station, or b) greater savings on fares can be made by other methods. If eligible, staff should use Senior Railcards, or any other discount card that they are entitled to.

Air Travel: domestic air travel may be authorised in circumstances where the lengths of the journey by alternative means would prove unreasonable, or where it is more price competitive. All employees must fly Economy Class on domestic flights. Employees travelling by air for overseas visits must travel by Economy/Tourist Class.

Sea Travel: it is anticipated that the majority of overseas travel will be by air. However, there may be occasions where travel by sea is more appropriate. All employees should travel by Economy Class.

Other Public Transport: the cost of local journeys by other means of public transport such as a bus or underground will be met at the standard rate.

Private Vehicles: employees will be entitled to use their own private vehicles for business travel, providing this is the most cost effective and convenient mode of transport. Employees will be reimbursed at the rate of 40 pence per mile. Employees will, however, need to ensure that they have adequate insurance to cover any business journeys.

Car Hire: where it is deemed most cost effective, and in particular where more than one employee is making the same journey, a car may be hired.

Taxis (including mini cabs and any driven journey): taxis can be used at the discretion of the appropriate Line Manager. Appropriate circumstances would be where travel by public transport would prove unsafe or not cost effective. All claims for expenses by taxi must be supported by receipts. Tips of up to 10% of the fare will be reimbursed. Taxis should where possible be booked using the company's approved suppliers, or using local taxi firms. Discretion needs to be used considering the type of taxi to be used and the appropriateness of the journey after considering whether there are other cheaper methods of travel.

Taxis should not be paid for waiting for employees at a destination unless there is no other cost effective onward travel solution

Where possible car journeys should be shared between employees.

Travel Abroad: any overseas travel must be agreed by the Director General well in advance of the date of travel. Itineraries and appropriate levels of expenditure will be agreed by the Director General prior to the date of departure. Expenditure claims, which exceed the agreed amount, will not be paid.

Meals: E-ACT will reimburse employees for the reasonable cost of meals purchased whilst on E-ACT's business, providing the following criteria are met:

- **Breakfast** - employees may make a claim for the purchase of breakfast only where an overnight stay is involved.
- **Lunch** - employees are not able to claim for lunch since they are required to provide their own during the normal working day.
- **Dinner** - employees may make a claim for the purchase of dinner when required to work late and authorised by their Line Manager, or where an overnight stay is involved.

Alcohol will not be claimable other than for items covered in Section 2 below.

All claims must be supported by relevant receipts. Where it is possible to obtain discounts through E-ACT's participation in the SSAT Rewards scheme, these

discounts should be used when expenses are to be reimbursed (eg the 20% discount obtained from most railway station outlets with a BITE card)

2. Entertainment at Organisation's Expense

With the authorisation of the Director General only reasonable expenses will be met for the entertainment of clients where such entertainment is to the benefit or potential benefit of E-ACT. This might include the purchase of dinner or lunch for clients. However, such expenses should be kept to a reasonable level and employees should bear in mind that they are representing E-ACT on all such occasions.

Names of all parties where cost of their meal/ other entertainment is reimbursed by E-ACT must be written on the receipt

All amounts should be recorded in E-ACT's hospitality register.

Please see E-ACT's hospitality policy on i-link for further details.

3. Accommodation

Hotel Bookings: Hotels should be booked using methods that obtain the best rate and best value for money in the area required. This will often involve online bookings and involve hotels that E-ACT employees have stayed in before.

Personal Phone Calls: employees will be reimbursed for one personal phone call (which should be kept to a minimum) for each night that they are away from home.

Accompanying Partners: expenses for partners accompanying employees will be the responsibility of the employee. Where double room accommodation is booked the employee will only be able to claim for the single room rate and should ask the hotel to indicate the single room tariff on the bill. Employees will have to meet the full cost of any additional night's accommodation not connected with E-ACT's business.

4. Childcare

Where attendance at weekend/overnight functions is required by the organisation or where part-time staff are required to work at times outside their normal working hours, reasonable childcare expenses will be met by E-ACT, provided that agreement has been reached in advance with the employee's Line Manager or Director General.

5.-E-ACT accounts with 3rd party organisations

E-ACT has a number of arrangements with companies where it receives an invoice for services, rather than employees settling with cash at the point of transaction. This includes rail bookings and taxis. The same policies apply for these transactions as to those above. Any expenditure outside of the thresholds applied will need to be justified by an authorised business case. E-ACT may seek to recover account payments from employees where breaches of policy are made.

Business case for exceeding expenses thresholds

This document should be completed in conjunction with the E-ACT travel expenses policy for staff and should accompany the relevant expense claim, or given to E-ACT Finance who will attach to a relevant invoice. This applies to expenditure whether privately funded and re-imbursed by E-ACT, expenditure paid for by procurement cards and for travel paid for on account to an E-ACT approved supplier.

Details of expenditure and cost.	
Rationale for exceeding threshold, please include why appropriate travel method/expense item and how it demonstrated good value for money.	

Signed: _____

Authorised: _____

Note appropriate travel thresholds:

- Hotel - £120 per night rate (£150 in London)
- Minicab, taxi or any driven journey (other than own car) - £25 per journey
- Restaurant bills - £35 per head (note that inclusion on hospitality register can demonstrate the business case)
- Second class train travel (unless contractually permitted to other classes of travel)

E-ACT