Version 4

Expenses Policy

February 2026



www.teaguesbridgepri

Teagues Bridge Primary school ~ Expenses Policy

Written on:	3rd June 2019
Reviewed on:	February 2026
Next review:	February 2027
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Kevin Evans

General Principles

The School has an obligation to ensure effective use of the school budget.
It is the policy of the school to refund only costs which are unavoidably incurred wholly and necessarily in relation to school business.
The school aims to ensure sufficient internal controls are in place to ensure appropriate levels of authorisation are obtained in respect of reimbursed expenditure, that it achieves value for money and that budgetary guidelines have not been breached.
At the same time, it is expected that representatives will be aware of the need to minimise the costs of travel and subsistence to the school, but in a way consistent with its ethos and strong support for staff well-being.
Public money is not, under any circumstances, to be used to fund alcohol and/or leaving gifts. In very exceptional circumstances and where prior agreement has been sought from the Finance Committee and Chair of Governors, expenses could be requested from locally raised income only.

Staff Travel

Staff will be fully reimbursed for the cost of travel undertaken by train, tube and bus for offsite meetings, courses, conferences and training where approved in advance by the Headteacher (or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant).
Unless prior approval is given by the Headteacher only the cost of a **standard class fare** (evidenced by a ticket or receipt) will be reimbursed by the school. It should be noted that savings can be achieved by booking rail journeys in advance and this should be done were ever possible.
The reimbursement of car expenses will be limited to the mileage undertaken for school purposes at the mileage allowance rate prevailing at the time the journey was made. The reclaimable amount for car and fare expenses will be based on the lesser of the miles from the representative's place of work to their destination or their home address to their destination. Rates of mileage allowances are currently paid at 0.45p per mile.
The use of a car **must** be approved in writing in advance of a school journey by the Headteacher and should only be allowed in exceptional cases, eg transporting bulky goods or musical equipment. The use of a car will only be granted, subject to adequate insurance and documentation being provided before the use of the vehicle is granted.

It is the responsibility of the representative to ensure that they have adequate insurance cover to cover the use of a motor vehicle for school purposes.

Taxis and mini cab costs will not be reimbursed unless the Headteacher (or Chair of Governors of Chair of Finance for Headteacher travel) is satisfied that there was no practical alternative or where their use resulted in savings for the school, e.g. because a group was travelling together. Receipts should always be obtained. Taxis will not be reimbursed without a receipt.

Staff Subsistence

Subsistence is defined as accommodation and food costs.

On site meals and refreshments - Hot drinks such as tea and coffee are not provided by the school.
Meals and refreshments over and above normal provision will not be provided for staff during the school day. The only exception to this is breakfast/lunch on Inset (TAD) days for those attending work at the Headteacher's discretion, for example Senior Leadership Team extended meetings or during inspection preparation.

Offsite meals and refreshments

The school does not normally support offsite meetings and will not reimburse any subsistence costs in relation to offsite events without the prior agreement of the Headteacher or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant. Where approved in advance, any such claims must be made with a valid receipt.
Where staff are away from the school e.g. to attend courses then they are expected to consume meals and refreshments included in the course fee – there will be no further reimbursement of additional expenditure.

Accommodation

Where approved in advance by the Headteacher (or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant) the School will reimburse its representatives for expenditure incurred on accommodation in respect of journeys on School business. Wherever possible, representatives must return on the day of their business activity, but when this is deemed impractical due to the length of the journey or the need to attend meetings they should book into a 'local to venue' hotel.
In instances where representatives have an over-riding requirement to attend a certain hotel, i.e. conferences, events, etc., then the booking must be placed with the organiser of the event, unless a cheaper rate can be negotiated.

Costs relating to partners or guests will not be reimbursed. Costs related to the extension of trips for personal reasons will not be reimbursed.

Governor allowances

Introduction

Governing Bodies can now pay their members' expenses in addition to travel and subsistence, if they so wish and the expenses are necessary for the performance of a member's duties as governor. Attendance allowance and loss of earnings cannot be paid. In accordance with the regulations travelling and subsistence allowances must be shown in the governor's annual report.

Allowable Expenses

We have agreed that expenses can (but do not have to be) claimed for:

Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)

Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)

The extra costs they incur in performing their duties either because they have special needs or because English is not their first language

Travel and Subsistence costs, payable at the current rate of 45p per mile associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source

Telephone charges, photocopying, stationery, postage etc. Any other justifiable allowances.

In the case of an allowable expense, or set of expenses, which is likely to cause the budget to be exceeded, the governor will

raise the matter with the Chair who will take action as necessary; for example, discuss with the Headteacher; refer to Finance Committee. If a governor is unsure they should approach the Chair.

Budget
The Budget set aside for claims will be £1,000 annually. This will be monitored by our Finance Committee.

Claims
All claims will be made on our agreed form (see overleaf) and authorised by the Chair. The Vice-Chair will authorise in the event of claims made by the Chair. The Chair and Vice-Chair will treat all claims as confidential. Please see

Visitor Hospitality
Refreshments during and outside of the school day
Tea, coffee, biscuits and fresh fruit can be provided, at the discretion of the Headteacher, either in advance or during meetings with external visitors likely to be in excess of one hour. Where staff are involved in such meetings hospitality will be provided for them also.

Meals during the school day
At the discretion of the Headteacher, lunch may be provided for visitors during the school day e.g. Ofsted inspectors, school governors on governor open morning or for parents invited for a specific purpose e.g. to support the take up of school meals. Staff may also partake of this hospitality where they are part of the event and cannot benefit from their usual arrangements.

Procedures
The objective of the procedures adopted by the School is to ensure representatives are reimbursed for their approved expenditure on travel and subsistence. Furthermore, it is necessary to ensure that guidelines in respect of the authorisation of such expenditure have been strictly adhered to

and the School complies with statutory regulations in the reporting of such expenditure, i.e. taxation rules.

1. Prior Approval of Expenditure

Representatives are required to obtain prior approval from the Headteacher in respect of expenditure to be incurred on the items listed above.

Where the Headteacher is the potential claimant then prior approval must be obtained from the Chair of Governors of the Chair of the Finance Committee.

Expenditure relating to alcohol, leaving gifts and staff events must receive prior approval from BOTH the Headteacher and Chair of Governors.

Such approval must be in writing, email authorisation is acceptable.

2. Expense claim Approval

Representatives must fill in an ‘’Expense Claim Form’ in respect of expenditure to be reimbursed with supporting documents including detailed VAT receipt attached to substantiate expenditure where appropriate, and the written pre-approval where relevant.

The claim must always be made by the most senior member of staff present.

Claims should be presented within 2 weeks of the expenditure being incurred

Expense claim forms (Petty Cash vouchers) must be signed by the Headteacher, or in respect of the Headteacher, either the School Business Manager, Chair of Governors or the Chair of the Finance and Premises

Manager, Chair of Governors or the Chair of the Finance and Premises Committee are to sign claim forms.

Expense claims will be reimbursed by.

Checklist

Representatives should check the following to ensure they are meeting the policy and procedures of the School.

1. Is the claim necessary and wholly and exclusively for school purposes?

2. Has prior approval been obtained where necessary?

3. Has the representative checked to ensure adequate insurance arrangements are in place for car travel?

4. Has the representative referred to nominated agents of the School or purchasing schemes/organisations for which the School is a member to ensure value for money is being achieved?

5. Have you obtained a VAT receipt?

Expenses Claim form

Teagues Bridge Primary school claim form for expenses (Travel/purchases for classroom/art materials/food etc.)
Name:

Description:	Amount
Total	
Please attach invoices as appropriate including VAT No. if applicable.	
I have paid this amount which I am now claiming. Signed: (Claimant)	Date:
Authorised: Head/Chair of Governors or Jim Collins (LA)	
for school use Paid: Cash Cheque Cheque No:	
Date Paid:	