



Staff Travel and Expenses Policy

Review Summary

Approved By:	Trust Board
Approval Date:	10 th February 2023
Next Review Date:	As Required

Staff Travel and Expenses Policy



Staff in Schools/Academies that are part of Truro and Penwith Academy Trust (referred to as “the Trust”) are subject to the following travelling and expenses rates for travel on School/Trust business, such as attendance on courses, meetings, visits to other schools and going to the bank:

Mileage Rates

Car mileage is paid at 45p per mile for all travel within County (including Plymouth). Outside of County and Plymouth the mileage rate is 26p per mile.

Other rates 24p per mile for motorcycles and 10 per mile for cycles.

Travel outside Cornwall /Plymouth should be done by whichever travel method is most cost effective. i.e. train, car hire or mileage claim (If you choose to use your own car you will be reimbursed at the lower rate of mileage or second class rail fare whichever is the lowest cost).

If a car is used to carry passengers e.g. a second member of staff to a training event, then travel is paid at an extra 5p per mile per mile.

Please note that it is the responsibility of staff to ensure that their vehicle has a current MOT and is in a safe and roadworthy condition, and they MUST have adequate insurance cover for travel undertaken as part of their role usually classed as ‘business insurance’.

Train Fare

Rail travel may be a more economic alternative to motor vehicles, so staff may use the train and claim the standard second class rail fare for the journey. Tickets should be pre-booked if possible, through the school office/finance office. However, if that is not possible, rail tickets *must* be attached to the expenses claim form in support of the claim.

Car Hire

Consideration should be given as to whether booking a hire car is the more economical option. The number of days for which the hire is required and the length of the journey to be undertaken are the important factors. As a guideline, journeys from Truro requiring a 24 hour hire to Exeter and beyond, and journeys requiring a 48 hour hire to Bristol and beyond can be cheaper by hire car. Please feel free to contact the Central Finance Team if you need further assistance in this regard admin@tpacademytrust.org

Subsistence Rates

The **actual expenditure** incurred may be claimed **up to** the following limits (Best value must be sought in all cases, e.g., use of Travelodge’s or similar wherever possible, and accommodation pre-booked through the school office/finance office):

Breakfast (departure before 6:00am) £8.85

Lunch £10.20

Evening meal £15.00

Commercial Accommodation £100.00

Overnight rate (staying with friends/relatives) £19.00

Please note that only actual expenditure incurred up to these limits may be claimed, and the claim must be supported by invoices/receipts. Regretfully, failure to supply proper receipts will invalidate the claim. This rule does not apply to the £19.00 overnight rate. Alcohol must not be claimed in any circumstance.

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Truro and Penwith
Academy Trust

Other Expenses

Other expenses incurred in the conduct of School/Trust business will need to be approved on an individual basis by the appropriate line manager.

How to claim

The Trust travel and expenses claim form should be completed, signed, and authorised by the member of staff's line manager or school Headteacher, then passed, together with any supporting invoices/receipts to the school office/finance office. A copy of the form will be retained in School, and the original will be sent to payroll for processing. The expenses claimed will be paid together with salary. Deadlines for submission of forms can be obtained from the School office/finance office.