



TRAVEL POLICY

22.03.18

Policy Approval Travel Policy

Holy Family Catholic Multi Academy Company

This Travel Policy has been approved and adopted by the Holy Family Catholic Multi Academy Company on 22nd March 2018 and will be reviewed annually, any amendments by the ESFA to the Academies Financial Handbook before the review date will be automatically adopted.

Signed by Director of the Academy Trust Company:



Kayleigh Sterland-Smith - Chair of Directors

Signed by Headteacher/ Executive Headteacher:



Travel and Subsistence Policy

All planned travel, accommodation and subsistence should be agreed before any bookings are undertaken. All claim forms should be authorised by the appropriate budget holder as per the Financial Scheme of Delegation.

Hotel Accommodation (Receipts required)

Hotel Accommodation should only be booked after approval by the Head Teacher and/or Governing Body. Prices should be obtained for hotels within a reasonable distance of your working destination. Best value should be considered.

Train Travel (Receipts/ Tickets required)

Where possible, travel should be booked in advance to receive the best prices. Only second class travel will be paid for.

Travel by Taxi (Receipts Required)

Taxis should only be used for essential urgent trips. Taxi connections to other transport will be paid with a receipt.

Mileage

Mileage will be paid at the Inland Revenue Approved rates below. Travel over 100 miles should be by public transport unless it is more expensive than the mileage costs.

Toll fees will be paid.

Home to work mileage cannot be claimed for employed staff, any travel direct to an appointment from home should be claimed as the total miles incurred less the home to work mileage.

From 2015/16	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and Vans	45p per mile	25p per mile
Motor Cycles	24p per mile	24p per mile

Table 1 - Mileage Reimbursement Rates

To encourage emissions savings HMRC allow drivers carrying passengers on business to claim an additional 5p per mile (they must be employees). This amount should be identified separately and does not need to be notified to HMRC therefore it is not taxable.

Subsistence / Refreshments (Receipts Required)

No claims can be made for alcohol expenditure

Breakfast	£10.00
Lunch	£12.00
Evening Meal	£25.00

All expense claims must be supported by receipts and submitted at the end of each month. Any expenses incurred over the above rates will not be reimbursed without prior approval.