



Staff Expense Claims Policy

Ratified/Reviewed by...	Date	Date to be reviewed
Approved by the Finance, Audit, Risk and H&S Committee	May 2026	May 2027

1. Introduction

The purpose of this policy is to provide clear procedures to follow for any staff claiming back expenses from a school within the Trust.

The Trust must comply with the principles of financial control outlined in the academies guidance published by the DfE/ESFA. The policy sets out how staff expense claims will be completed to meet our financial requirements.

2. Claiming of Travel Expenses

Mileage

Staff may be required to travel to events or to complete requirements of their work outside the schools within the trust.

Staff need to remember that car insurance should reflect business use as well as personal and commuting if regularly using their vehicles for activities linked to their roles.

Mileage for any travelling completed should reflect travel from the schools and not from a home address. If travelling from home to a location not the school will result in the commuting mileage being calculated from your home to the school you work at and this will be deducted from the claim. This meets the HM Revenue and Customs definitions for mileage claiming.

Any mileage claim will be calculated at 45p per mile. This will be checked as part of the Director of Finance's review prior to being signed off by the school's head teacher.

Travel by Train

Expense claims for train travel will consider the cost from the nearest train stations from each school. For Wrotham this will be Borough Green and Wrotham, for Aylesford it will be Aylesford or Barming.

Train travel should be requested in advance to allow the school to pay for onward travel directly. Claims will be accepted but only on the grounds of last resort.

Subsistence

In the event a staff member has to go to an event which results in overnight accommodation, the trust will pay for the accommodation in advance. This must be booked through the finance team who will select appropriate accommodation.

The trust will pay for breakfast for the stay and staff can claim this back up to £15 per person with proof of receipt.

No other subsistence should be claimed for.

3. Claims not for travel

The trust has an expectation that every cost should be paid for by the trust at the point of order or invoice. This allows the process of a purchase order and invoice in the trust name to be received and allow the trust to follow the finance policy.

In the event that a claim is required to be made. This can only be done with approval of the Director of Finance or the Headteacher and confirmed in writing. Any expense claim without approval will not be paid.

Any ordering must be made at the schools address. No deliveries should be made to a personal home address. Any orders made with a home delivery address will not be paid for or reimbursed though expense claims.



TRAVEL/EXPENSES CLAIM FORM

PLEASE READ INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM

SURNAME	
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FIRST NAME	
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MONTH OF CLAIM		20
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CAR REG.NO	
CAR CC	

TOTAL MILEAGE Carried forward from details overleaf	OTHER TRAVEL/EXPENSES CLAIMED

OFFICE USE ONLY		
@45p		
Other Travel		
TOTAL		

I certify that the particulars on this claim are correct	
Staff Signature	
Line Manager Signature	
Date Submitted	

Finance Director Signature	
Headteacher/CEO Signature	

Date	
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PLEASE READ BEFORE COMPLETING THIS FORM

1. This form is for travel claims where private car or public transport has been used.
2. The total claim overleaf must be based on the individual journeys outlined below.
3. This form is for travel/expense claims only. Expenditure other than the cost of travel will only be met with PRIOR APPROVAL of the Finance Director.
4. For travel other than private car, appropriate receipts MUST accompany this claim form.
5. Car mileage allowance will be 45p per mile for the first 4000 miles claimed each year.
6. Travel claims must be submitted to the Finance Office on a monthly basis.
7. The cost of travel for your normal commute to work will be deducted from this claim

N.B. For a long journey, the standard public transport fare will normally be paid where this is less than the cost of the mileage claimed.

Date	Journey		Details of Trip/Expenses	Car Mileage Claimed	Other	
	From	To			Mode Fare Paid	
TOTALS (please fill in overleaf as well)						

Payment will be made directly into your bank account. Please supply the following information:

Payment Details:	Bank Name:	Sort Code:	Account No:
	E-mail Address:		