



## **Our shared vision for Christ Church and Holy Trinity Schools**

**We take inspiration from the Parable of the Sower (Matthew 13:3-23) teaching children to “See with their eyes, hear with their ears and understand with their hearts”.**

**Our schools are united in the Christian vision to educate children for life in all its fullness, working together so that each child may flourish with a delight in seeking wisdom and knowledge. We are learning to love God, one another and ourselves.**

## Eligible Expenses

Christ Church and Holy Trinity employees may claim reimbursement in respect of actual expenditure incurred by them.

This may arise from

- Attending meetings, training and conferences. All claims must be accompanied by a travel receipt or ticket. Where possible travel (by train) should be booked in advance to obtain best value.
- Purchases made on the schools behalf. Employees are encouraged to investigate available options prior to purchasing goods themselves on behalf of the school. The School Business Manager holds a school credit card and is able to purchase online in conjunction with the Senior Admin Officer. If no other option is available purchases can be made and claimed for provided they are supported by the relevant receipt(s). Authorisation must be sort from the School Business Manager or Head Teacher prior to any purchase.

## Procedure for Claiming

All claims must be submitted within one month of the date of travel/purchase. Expense forms must be completed for purchases and other travel. Receipts must be attached to the order form and the form must be approved by the budget holder.

If there is a disagreement about the validity of a claim it will be referred to the Resources Committee for a decision.

Staff expenses with be reviewed by the Head Teacher and Governors yearly.

Signed: *Avis Hawkins*

*November 2019*



<b>Name of School</b>	Christ Church & Holy Trinity CE Primary Schools
<b>Policy review Date</b>	November 2019
<b>Date of next Review</b>	November 2021
<b>Who reviewed this policy? Ratified by the Full Governing Body</b>	Full Governing Body, Resources Committee and Avis Hawkins October 2019

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Page  
| 2