

# Christ Church and Holy Trinity CE Primary Schools

## Staff Expenses Policy

### March 2022



#### *Our Schools Mission Statement*

Christ Church and Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic, social and spiritual potential. Excellent teaching, learning and relationships are at the heart of our two schools.

## Introduction

This Policy sets out arrangements for the reimbursement of expenses incurred whilst working on behalf of Christ Church and Holy Trinity Schools. The Policy applies to **all** employees, without exception.

## 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.
- Use of personal cars will not be reimbursed.
- The school holds Oyster cards for London public transport should this be required. You can borrow one from Judith Kelly at Christ Church or Lisa Walden at Holy Trinity.
- Taxis are not acceptable mode of transport unless time constraints mean that the staff member is needed back in the classroom by a certain time that public transport would not allow for. Please seek approval from the Head Teacher or School Business Manager prior to booking.

### Purchases made on the schools behalf

- *Employees are encouraged to investigate available options prior to purchasing goods themselves on behalf of the school.*
- Christ Church and Holy Trinity hold accounts with several companies who provide schools with especially competitive prices for many items.
- The School Business Managers hold school credit cards and are able to purchase online in conjunction with the Senior Admin Managers.
- If no other option is available purchases can be made by the staff member and claimed for provided they are supported by the relevant receipt(s). **Authorisation must be sought from the School Business Manager or Head Teacher prior to any purchase.**

## **Flu Jab**

If staff would like to get the flu jab they can be reimbursed for the cost of the jab from a local chemist – around £13/£15 – please provide a receipt.

## **Subsistence Allowances**

- No reimbursement will be made for an activity or visit where the staff member would normally have provided their own lunch e.g. school trips

## **Procedure for Claiming**

All claims must be submitted within one month of the date of travel/purchase and will be reimbursed by bank transfer.

The relevant school order form (Appendix 1) must be completed for all purchases and travel. Receipts must be attached to the order form and the form must be approved by the Head Teacher or School Business Manager.

Claims by the Head Teacher must be authorised by another member of the Senior Leadership Team.

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

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

**Signed:** Avis Hawkins

March 2022



**Name of School**

Christ Church & Holy Trinity CE Primary Schools

**Policy review Date**

March 2022

**Date of next Review**

March 2023

**Who reviewed this policy?**

Governing Body, Resources Committee and Avis Hawkins

**Ratified by the Governing Body**

**EXPENSES FORM - Christ Church and Holy Trinity Schools**

Supplier name: \_\_\_\_\_

Budget Description: \_\_\_\_\_ (office use) Order Number: \_\_\_\_\_ (office use)

Expenses requested by: \_\_\_\_\_ (staff name) For which Class: \_\_\_\_\_ (if relevant)

Page No.	Quantity	Item Reference No.	<u>Brief</u> description	Cost of item	<u>Total Cost</u>
				Delivery cost	£
<b><u>All expenses must be pre-authorized and signed by the Head Teacher</u></b>				Total Cost	£
<b>Authorised by Head Teacher</b> Avis Hawkins			<b>Signed</b>	<b>Date</b>	
<b>Order placed by:</b>			<b>Signed</b>	<b>Date</b>	
<b>Delivery checked by:</b>			<b>Signed</b>	<b>Date</b>	
<b>Added to Asset Register:</b> Linda Healy			<b>Signed</b>	<b>Date</b>	
<b>Entered on ledger &amp; paid by:</b> Nicola London			<b>Signed</b>	<b>Date</b>	

**BANK DETAILS FOR BACS PAYMENT****Name of bank:** \_\_\_\_\_**Name on Account:** \_\_\_\_\_**Sort code:** \_\_\_\_\_**Account number:** \_\_\_\_\_