



# Staff Expense Policy

## Guidelines for Expenses

The LDBS will reimburse expenses that arise in the course of your work as an employee. Such expenses in all cases should be reasonable and must relate to work done wholly and exclusively on behalf of the LDBS.

Expense claims must be approved by the line manager as being necessary and in line with staff HR policies.

Wherever possible, expenditure should be through invoice or company credit card rather than paying LDBS costs and seeking reimbursement through the expense procedure.

### 1. General

- Claims should be submitted monthly, within a week of the end of the month, by submitting a completed claim form to the Head of Finance.
- Claims must be accompanied by the appropriate receipts and proof of expenditure. This includes all receipts, tickets, invoices, mileage calculations etc. Un-receipted claims may be refused.
- Claims must be countersigned by the line manager before submission.

### 2. Travel

- The usual home-to-work fare is deducted from each travel claim so that only the excess is reimbursed. The usual place of work is specified in the individual's contract of employment. It is usually Causton Street. Individuals should notify the Head of Finance with their usual 'home-work' fare so that this amount is deducted from all fares. The usual amount is the train, bus or tube fare from home to Causton Street.
- Advantage should be taken of all possible discounts so that the cheapest fare is purchased.
- Staff who make regular journeys on Transport for London and other services as part of their work are recommended to, rather than purchase individual tickets, purchase an Oyster card and top-up as required. All journeys are recorded on the TfL system and can be printed out for travel claims.
- Mileage claims will be paid at the rates set by the HMRC and the individual's home-work fare will be deducted from the claim. There are separate rates for car, motorbike and cycle. It is important to keep records of cumulative car mileage used, as the rate changes if over 10,000 miles are claimed. Return journeys of over 50 miles by car will be paid at public transport rates only.
- Travel by taxi should only be used in exceptional circumstances, e.g., if a car is not available and heavy equipment is being moved.



### 3. Hospitality and Meals

- Reimbursement can be claimed for soft refreshments for hospitality for Headteachers, Governors and other stakeholders (e.g., Local Authorities, Ofsted, DfE) up to £25/occasion and up to once/term.
- Reimbursement can be claimed for gifts of flowers, chocolate or cards to welcome or say goodbye to Headteachers up to £40/occasion.

### 4. Books, Resources, Training Courses and Conferences

In most cases, professional resources will be paid for by invoice or company credit card. You must obtain authorisation from your line manager in advance for any such expenditure.

### 5. Eye tests

Reimbursement can be claimed for eye tests and a contribution of up to £25/year towards glasses that are exclusively for use with computer screens.

### 6. Other

There may be other expenses which may arise from time to time. If you think you may incur an expense which is not covered by this policy, please speak with your line manager.