

Requirements for all expenses

- Required for college business
- Prior written approval as reasonable estimates under the appropriate budget before incurred e.g. INSET form, Trip authorisation
- Claim forms for INSET are on the College Intranet.
- Only actual costs incurred – the limits shown are not allowances except for car mileage
- The payment of any fixed penalty notices or other fines and charges is the responsibility of the driver and reimbursement by the College will not be made.
- Normal travel between home and college cannot be claimed

Cost incurred	Expense claim requirements	Upper limit			Receipt required																				
Car	Insurers requirements of driver: <ul style="list-style-type: none"> • Holds a valid driving licence (any endorsements or prosecutions must be declared) • Holds an insurance policy that is fully comprehensive and covers the use of the vehicle for college business • Where necessary, holds a valid MOT certificate • Maintain regular servicing in line with manufacturer’s recommendations • Tax the car each year • Are fit to drive (for conditions that must be declared to DVLA see https://www.gov.uk/health-conditions-and-driving). A false declaration may result in action being taken under the disciplinary procedures. • Drivers should car share wherever possible 	<table border="1"> <thead> <tr> <th data-bbox="1288 485 1565 564">Business Miles</th> <th data-bbox="1565 485 1800 564">On first 50 miles</th> <th colspan="2" data-bbox="1800 485 2042 564">After 50 miles of total journey</th> </tr> </thead> <tbody> <tr> <td data-bbox="1288 564 1565 612">Cars</td> <td data-bbox="1565 564 1800 612">45p</td> <td colspan="2" data-bbox="1800 564 2042 612">25p</td> </tr> <tr> <td data-bbox="1288 612 1565 660">Motorcycles</td> <td data-bbox="1565 612 1800 660">24p</td> <td colspan="2" data-bbox="1800 612 2042 660">N/A</td> </tr> <tr> <td data-bbox="1288 660 1565 708">Bicycles</td> <td data-bbox="1565 660 1800 708">20p</td> <td colspan="2" data-bbox="1800 660 2042 708">N/A</td> </tr> <tr> <td data-bbox="1288 708 1565 756">Passengers</td> <td data-bbox="1565 708 1800 756">5p</td> <td colspan="2" data-bbox="1800 708 2042 756">N/A</td> </tr> </tbody> </table>			Business Miles	On first 50 miles	After 50 miles of total journey		Cars	45p	25p		Motorcycles	24p	N/A		Bicycles	20p	N/A		Passengers	5p	N/A		x
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Car parking					✓																				
Congestion Charge, ULEZ & Toll Crossings	<ul style="list-style-type: none"> • Staff are only to drive into the Congestion Charge / ULEZ area if absolutely necessary, e.g. for marketing visits. If possible, an alternative method of transport must be used. 																								
Rail & bus fares		<ul style="list-style-type: none"> • Lower of second class or fare actually incurred • Book in advance to obtain cheaper fares where possible 			✓																				
Underground	<ul style="list-style-type: none"> • Include on train ticket 	<ul style="list-style-type: none"> • Book in advance to obtain cheaper fares where possible 			x																				
Taxi	<ul style="list-style-type: none"> • Exceptional circumstances only • No cheaper feasible alternative e.g. public transport, car (feasible includes undue delay, heavy baggage carried) • Short journeys only 				✓																				
Foreign travel	<ul style="list-style-type: none"> • Staff - prior written approval from the Principal 				✓																				

Cost incurred	Expense claim requirements	Upper limit	Receipt required
	<ul style="list-style-type: none"> • Principal - prior written approval from the Chair of governors • Chair of governors - prior written approval from the Corporate Board 		
	<p>A written request including:</p> <ul style="list-style-type: none"> • justification for the trip • consideration of other means (e.g. video conferencing) • assessment of comparative costs of different travel options • how the journey offers value for money 		
Air travel	<ul style="list-style-type: none"> • Justified by comparative costs • Economy/equivalent unless alternative justification authorised by the Principal on grounds including: <ul style="list-style-type: none"> • length of journey • time of travel • airline fare structures on various routes 	<ul style="list-style-type: none"> • college element only e.g. where leave entitlement added, additional persons travelling not required for college business 	✓
Accommodation	<ul style="list-style-type: none"> • Only to be claimed when an overnight stay is essential • Not included in course/conference fees • Book in advance for best rates 	<ul style="list-style-type: none"> • £95 	✓
Breakfast	<ul style="list-style-type: none"> • Course/conference start requires leaving home before 7am • Not on College premises 	<ul style="list-style-type: none"> • £7 	✓
Lunch	<ul style="list-style-type: none"> • Not included in course/conference fees • No alcoholic drinks – soft drinks permitted • Not on College premises 	<ul style="list-style-type: none"> • £9 	✓
Dinner	<ul style="list-style-type: none"> • Overnight stays on college business/INSET • Evening work away from college after 7pm • No alcoholic drinks – soft drinks permitted 	<ul style="list-style-type: none"> • £20 • £15 	✓
Hospitality	<ul style="list-style-type: none"> • Authorised meetings, sanctioned by Principal, during the lunchtime 12.55 to 1.45pm or remaining at college after 7pm will be entitled to refreshments provided by onsite caterer or purchased locally • No alcoholic drinks – soft drinks permitted 	<ul style="list-style-type: none"> • £7 max 	✓