

St Francis Xavier College Travel and subsistence policy

Requirements for all expenses

- Required for college business
- Prior written approval as reasonable estimates under the appropriate budget before incurred eg 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 |
|------------------------------------|--|---|-------------------|---------------------------------|------------------|
| | | Business Miles | On first 50 miles | After 50 miles of total journey | |
| 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 www.hse.gov.uk/driving at work). A false declaration may result in action being taken under the disciplinary procedures. • Drivers should car share wherever possible | | | | x |
| | | Cars | 45p | 25p | |
| | | Motorcycles | 24p | N/A | |
| | | Bicycles | 20p | N/A | |
| | | Passengers | 5p | N/A | |
| Car parking | | | | | ✓ |
| Congestion Charge & Toll Crossings | <ul style="list-style-type: none"> • Staff are only to drive into the Congestion Charge 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 eg 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 | | | | ✓ |

Approved by Full Board
3rd July 2019
Effective from 1st August 2019

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|----------------------|---|--|-------------------------|
| | <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 | | |
| Cost incurred | Expense claim requirements | Upper limit | Receipt required |
| | A written request including: <ul style="list-style-type: none"> • justification for the trip • consideration of other means (eg video conferencing) • assessment of comparative costs of different travel options • how the journey offers value for money | <ul style="list-style-type: none"> • | |
| 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 eg 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"> • £80 | ✓ |
| 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 • £12 | ✓ |

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| | | | |
|-------------|--|--|---|
| 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"> • £5 max | ✓ |
|-------------|--|--|---|