



## **THE PILGRIM SCHOOL**

## **TRAVEL and SUBSITENCE ALLOWANCE**

## **POLICY**

**School Lead:** Business Manager

**Governor Lead:** Resources Committee

**Last reviewed:** December 2017

**Approved:**

**Date of next review:**

**Signed by Chair of Governors:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Travel Allowance Policy**

The following Local Authority policies have been referred to in relation to this policy:

Use of vehicles for business travel guidance updated June 2016  
Travel & Subsistence rates effective October 2011  
Business Travel Policy updated August 2017

## **DRIVING DOCUMENTATION CHECKS**

This guidance is taken from the Business Travel Policy and states that all employees required to drive on business must complete an annual Self Certification Form.

The Self Certification Form will put the onus on the driver to certify that they are legally able to drive for LCC. They can log on to [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and check their driving licence details. Therefore, from 1<sup>st</sup> April 2018:

Employees will be required to self-certify that they have:

- Current Clean Driving Licence
- Current MOT
- Current Road Tax
- Current Insurance cover to include Business Travel
- No Health issues that may affect ability to drive

Employees must declare any points or convictions immediately they are received. .

They will need to share this information with the School Business Manager (SBM). This option is available on the website and a unique code will be given which should be sent to the SBM, when sending this code staff will also need to confirm that they comply with the above self-certification requirements. This applies to all staff that claim mileage expenses. Failure to complete this check could result in non-payment or a delay in claims being paid.

## **PROCEDURE (until March 2018)**

Mileage is normally not payable for home to duty travel. *However, due to the nature of our school and the frequent travel staff are required to undertake in the course of their duties the following rules apply:*

*Each member of staff will be assigned a main base which will be one of the following:*

*Boston, Lincoln, Sleaford & Louth*

*Staff will be able to claim business travel for the following journeys:*

- *Home to Duty travel to a location other than their main base. However, a contribution of 15 miles single journey or their home to main base mileage whichever is the less should be deducted from the mileage claimed.*
- *Staff can claim for journeys to their main base if the journey is over 15 miles single journey.*
- *Any additional journeys made in the course of the working day to attend meetings/reviews.*

**Commented [JE1]:** In theory, these checks should be done with immediate effect but after allowing for a consultation period and the holidays, perhaps 1<sup>st</sup> Jan is a realistic date.

- Mileage to attend training courses will be paid at a different rate.

**Examples:**

**1. Member of staff lives more than 15 miles from main base:**

a. Main Base = Lincoln

Single journey to work is 20 miles

Staff can claim 5 miles each way

b. Travels to another base/location which is 30 miles from home

Staff can claim 30 miles less 15 mile contribution

Staff can claim 15 miles each way

**2. Member of staff lives less than 15 miles from main base:**

a. Main Base = Louth

Single journey to work is 10 miles

Staff cannot claim any mileage for travel to main base

b. Travels to another base/location which is 20 miles from home

Staff can claim 20 miles less their normal travel (10 miles)

Staff can claim 10 miles each way

**RATES**

Business Mileage 45p per mile

Training Mileage 20p per mile

Governor Mileage 20p per mile

**PROCEDURE FROM 1 APRIL 2018**

Mileage is normally not payable for home to duty travel. However, due to the nature of our school and the frequent travel staff are required to undertake in the course of their duties the following rules apply:

Staff will be able to claim business travel for the following journeys:

- Home to Duty travel - a contribution of 15 miles single journey to be deducted from the mileage claimed.
- Therefore, staff can claim for journeys to a base if the journey is over 15 miles single journey.
- Any additional journeys made in the course of the working day to attend meetings/reviews.

**Commented [JE2]:** LCC only pay 25p after 10,000 miles but it is at your discretion whether you choose to include this here.

**Commented [JE3]:** This section removes reference to a main base but main bases are still referred to in the examples below. Is this intentional?

**Commented [JE4]:** Did you want to include mileage to attend training?

**Examples:**

**3. Member of staff lives more than 15 miles from a base:**

c. Base = Lincoln

Single journey to work is 20 miles

Staff can claim 5 miles each way

d. Travels to another base/location which is 30 miles from home

Staff can claim 30 miles less 15 mile contribution

Staff can claim 15 miles each way

**4. Member of staff lives less than 15 miles from a base:**

c. Base = Sleaford

Single journey to work is 10 miles

Staff cannot claim any mileage for travel to main base

d. Travels to another base/location which is 20 miles from home

Staff can claim 5 miles single journey

**RATES**

Business Mileage 45p per mile

Training Mileage 20p per mile

Governor Mileage 20p per mile

**RELIEF & NON-CONTRACT STAFF**

Relief & non-contract staff employed by the school can claim for all journeys made. With immediate effect the rate payable is 45p per mile.

Commented [JE5]: Replace with relief rather than zero hours?

**CLAIMS**

Claims are to be submitted monthly, business miles and training miles should be submitted on separate forms. When claiming travel to a training course, mileage will be paid from the workbase to the course or from home to the course whichever is the lesser.

Occasionally, staff may be asked to transport pupils e.g. as part of a transition plan to assist with a gradual and supported reintegration to school or into one of our school bases or on school visits. This will be entirely voluntary on the part of the employee and should never be expected as a routine part of their role.

Similarly, staff may be asked to transport items of correspondence, materials or equipment where it is more effective than making other arrangements. This, too, will be entirely voluntary on the part of the employee.

VAT petrol and expenses receipts are required for all claims including fuel and should be attached. From 1<sup>st</sup> April 2018 claims will be returned if receipts are not attached.

### **USE OF TAXIS**

The hiring of a taxi should only be done in exceptional circumstances where no other suitable mode of transport is available. Employees needing to use a taxi must have the approval of their line manager.

### **RAIL TRAVEL**

All planned rail travel arrangements must be authorised in advance by the Headteacher and requests should be made through the School Business Manager who will ascertain the most cost effective method.

### **OVERNIGHT ACCOMMODATION & SUBSISTENCE**

All planned overnight accommodation must be authorised in advance and where applicable a training booking form completed. Food costs will not normally be reimbursed unless the employee work demands additional expenditure. In such cases, prior approval is required from the Headteacher and a maximum of £10 will be allowed to purchase an evening meal, receipts will be required to support this claim.

**Commented [SM6]:** This isn't strictly travel. Should this be in a different policy? Not sure which one!