



Waingels

Expenses Policy

March 2022

1.1 **PURPOSE**

- 1.2 This policy sets out the Waingels rules on how employees, LGB members and Trustees can claim for expenses incurred in the performance of their duties for the Trust. The policy covers travel, meals and accommodation, business hospitality, gifts, staff parties and adhoc purchases.
- 1.3 The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately.
- 1.4 This policy sits alongside and embodies Appendix. V of the Conditions of Service for School Teachers in England and Wales Document 2000 for teachers.

GENERAL PROCEDURE

- 2.1 In the first instance, if possible, it is better to go through the finance department and raise a PO.
- 2.2 Waingels will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment.
- 2.3 To claim for expenses, you must use a claim form, available from the Finance Team.
- 2.4 Expenses will not (except in exceptional circumstances) be paid unless supporting evidence is provided, together with a completed claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not normally be accepted.
- 2.5 Once completed and signed, you should submit your expenses claim form to your line manager. Once your line manager has approved the claim form, this should be sent to the Finance Department. It will also be checked here by either the FM or SBM
- 2.6 Waingels may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence to enable you to complete properly and resubmit in such cases,

- 2.7 In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from your line manager or the SBM before incurring the expense. If you have made a purchase without prior consent it may not be paid. It will be reviewed by your line manager and a decision will be taken based on the circumstances. It will also be reviewed by the FM or SBM.
- 2.8 Waingels will accept email as written approval where it is required in this policy.
- 2.9 Any queries in relation to this policy should be directed to the SBM.

3.1 **TRAVEL AND SUBSISTENCE**

3.2 **Travel**

- 3.1.1 Employees and line managers should consider whether or not travel is necessary to meet business objectives or if there are more appropriate means (for example, teleconferencing or videoconferencing).

3.3 **Air**

- 3.3.1. Any flight must be pre-authorized by your line manager in writing before being booked. Where possible, flights should be booked well in advance to benefit from any discounts for early booking.
- 3.3.2 Personal incentives or rewards associated with specific air travel, such as air miles, should not be a factor in determining which flight is purchased for Waingels business. The key consideration is whether or not the flight is the most cost-effective for Waingels, unless there is a valid business reason for taking an alternative flight.
- 3.3.3 You will usually only be permitted to travel in economy class. Where you are required to travel on a long-haul flight (longer than [six] hours), you may be permitted to travel in premium economy or business class in certain circumstances.

3.3 **Rail**

- 3.3.1 You may claim for Rail fares in connection with Waingels business. Generally, you may claim for standard class rail fares only. However, in some instances, first class fares can be cheaper, if this can be demonstrated by documentary evidence it will be accepted. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking. However, it is accepted that early morning commutes will incur higher costs as these fares are generally not discounted.
- 3.3.2 You should, where possible, use any rail cards or season tickets that have already been paid for as part of your normal commute to the office towards any journey taken on Waingels business, where this is more economical.

3.4 Taxis

3.4.1 You may claim for a taxi fare only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example night travel as outlined in 3.6.1 below.
- where pre-agreed by a line manager in the case of pregnancy, disability or sickness.

3.4.2 You must obtain a receipt with details of the date, place of departure and destination of the journey.

3.5 Use of your own car

3.5.1 It may be appropriate and cost-effective to use your own car when travelling on Waingels business, for example if you are travelling with several employees or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on company business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

3.5.2 Prior authorisation should be sought from your line manager before using your own car on Waingels business.

3.5.3 Waingels accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on company business unless caused by our negligence. Waingels will not pay for insurance policy upgrades required for you to use your own vehicle for work purposes.

3.5.4 To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. Waingels will pay you a mileage allowance set at NFR unless otherwise agreed by Waingels.

3.6 Waingels will pay for tolls, congestion charges and parking costs incurred, where applicable. Late night/early morning transport

3.6.1 Waingels will, in exceptional circumstances, reimburse you for late night or early morning transport, including a taxi, if you are required to travel to or from the office, airport, railway station or other destination for specific business reasons.

- 3.6.2 You should seek prior written authorisation for late or early departures from or to work where possible from your line manager. If this is not possible, you should set out the reasons for the late or early departure in your expenses claim.

No transport expenses will be reimbursed for any staff social events held by WAINGELS or its employees unless staff are obliged or directed to attend as part of their working duties.

4.1 MEALS/ACCOMMODATION

- 4.2 As a guideline for business travel, you should book accommodation up to the equivalent of three-star standard. You may book hotel accommodation, at room only rates of up to £120 maximum in Greater London and £85 elsewhere.
- 4.3 It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.
- 4.4 If you are required to be away from home and normal place of work on Waingels business, you may claim for the following subsistence where incurred up to:
- £15 for hot “English breakfast” (if this is not included in the hotel room rate);
 - £10 for a business meeting over lunch. (Lunch is normally the expense of the employee at their place of work irrespective of location)
 - £25 for dinner or equivalent; and
 - £5 per night for general incidental costs such as a beverage, newspaper or telephone calls where you are not allocated a WAINGELS mobile phone.
- 4.5 You should supply receipts and invoices for all hotel and meal expenses.

5.1 OVERSEAS EXPENSES

- 5.2 The meal and hotel allowances set out above also apply when travelling overseas on Waingels business.
- 5.3 You should provide the applicable currency exchange rate for the date on which the expense was incurred. Waingels will verify the exchange rate submitted as part of any overseas expenses claim. Waingels will reimburse you for any travel visas required for business travel. It is your responsibility to ensure that you have a valid passport with a minimum of six months remaining prior to the expiry date.
- 5.4 WAINGELS will provide business travel insurance for any trips authorised by us.

6.1 RELOCATION EXPENSES

- 6.2 If you are relocated by WAINGELS to work in an area where you do not normally reside which means that you would need to relocate to this area in the performance of your duties for longer than one month, WAINGELS will write separately to you about your individual circumstances and WAINGELS's assistance for you and your family.
- 6.3 WAINGELS will reimburse you for reasonable relocation costs up to a maximum of £5,000.

7.1 BUSINESS HOSPITALITY/GIFTS

- 7.2 Waingels recognises that corporate hospitality can provide opportunities to strengthen business relationships enhance Waingels' reputation and deepen prospective clients' or suppliers' understanding of the business. Any hospitality booked for clients, suppliers or other business contacts must be approved in advance by your line manager and the finance director. You should submit:

- details of the individuals whom you wish to invite;
- the name of the company that they represent;
- the nature of the hospitality, including date and location; and
- the business reasons for the hospitality.

- 7.3 Waingels will only approve business hospitality proposals that demonstrate a clear business objective and that are appropriate for the nature of the business relationship. Waingels will not approve business hospitality where it considers that a conflict of interest or a pecuniary interest or family relationship that may arise or where it could be perceived that undue influence or a particular business benefit is being sought for example, prior to a tendering exercise or prior to discussions with and/or canvassing of prospective transferee schools, their governors, staff and officers of the local authority.

- 7.4 Expenses will be reimbursed for purchases made by employees for goods that are required for school use. The receipts must be provided and signed by the appropriate budget holder or line manager.

8.1 EXPENSES THAT WILL NOT BE REIMBURSED

- 8.2 Waingels will not reimburse you for:

- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on Waingels business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;

- any expenses incurred for personal benefit or to improperly influence or reward a business contact; or
- cash advances or withdrawals from an ATM machine.
- Alcohol purchases

8.3 You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on Waingels business. Your spouse or partner must have adequate travel insurance for that journey.

9.1 **STAFF ENTERTAINING (including Christmas)**

9.2 Lunch, dinner or hospitality for the benefit of staff, LGBs and Trustees will ordinarily be an expense of the individual.

10.1 **FALSE CLAIMS**

10.2 If Waingels considers that any expenditure claimed was not legitimately incurred on behalf of the Company, it may request further details from you. Waingels will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary with notice and agreement as required.

10.3 Any abuse of Waingels' expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts to induce a client, prospective transferee school (and its personnel) or other business contact to take improper action; and
- receipt by you of hospitality and/or gifts from business contacts that may be perceived to influence your judgment.

10.4 Waingels will consider disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, Waingels may, if appropriate, report the matter to the police for investigation and criminal prosecution.

The Policy will be reviewed as appropriate.

Date of Updated Policy	March 2022
Author of Policy	John O'Keefe
Ratified by Full Governors	18 th October 2022