

# Staff Expenses Policy



*Learning together in a changing world, creating success for all.*



## TRINITY FIELDS SCHOOL and RESOURCE CENTRE

### Travelling Expenses

Staff are normally permitted to claim travelling expenses for the use of their own vehicles (casual user rate) in the following situations:

- ❖ accompanying school teams to sports functions where it is not practicable to use the same mode of transport as the pupils.
- ❖ authorised school business necessitating the use of a car other than for school journeys to/from school during term time. (Development days are normal working days,).
- ❖ transporting sick/injured children home or to hospital if a school minibus is not available.
- ❖ conveying school money to the bank– however staff usually walk to the bank.
- ❖ conveying children to work experience, links, etc. if a school minibus is not available.

If you incur travelling expenses (other than attendance at courses) please complete a CCBC travelling expenses form available in the staff room. In any of the above cases staff who choose to travel by public transport may alternatively claim for reimbursement of fares.

Any member of staff transporting children in their cars must have insurance cover for business use in addition to normal private motor cover.

If you are attending a training course and your mode of transport is via train, you may book train tickets in advance via the usual school ordering process.

### Flu Vaccinations and Tetanus

If you are not eligible to obtain a flu vaccination or tetanus free of charge at your local GP surgery/hospital then please seek approval from the Headteacher in the first instance and claim for the procedure via a CCBC travelling expenses form. Please ensure you attach proof of purchase to your claim.

CCBC expenses forms must be completed and submitted as per CCBC guidelines ie, receipts attached, approval from HT and submitted on a monthly basis.

### Credit/Debit Card Use

Staff are encouraged to pay for travelling and medical expenses listed above, by cash but debit cards can be used as long as a receipt is provided. We would not encourage the use of credit cards to pay for such expenses.

### Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

<b>Signed</b>		<b>Executive Headteacher</b>
<b>Signed</b>		<b>Chair of Governors</b>

**This policy will be reviewed in line with the school's policy review cycle.**