



## Expenses Policy

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<b>Review Cycle</b>	<b>Annual</b>

# 1. Purpose

- 1.1. All staff have a responsibility to protect the assets of the Trust. This policy is intended to provide employees with detailed guidance on the correct procedures to follow when claiming travel and subsistence expenses.

# 2. Scope

- 2.1. This policy relates to all academies and settings across Nexus MAT.

# 3. Categories of Claimants

- 3.1. Staff - The Trust will reimburse staff for all reasonable expenses necessarily incurred in the performance of their duties, such as mileage, car parking and rail fare. Consideration should always be given to using the most practical and cost-effective method of travel. All reimbursement claims will be paid via the payroll system.
- 3.2. Governors - The Trust will reimburse governors (including Members and Directors) for all reasonable expenses necessarily incurred in fulfilling their duties, such as mileage, car parking and rail fare. Consideration should always

## 5. Reimbursement for damages

### 5.1.

6.6. Public Transport – the use of public transport is encouraged and should be used where possible and most cost effective.

6.7. Taxis – when travelling by taxi, a receipt must be obtained from the driver. Where possible, the claimant should obtain prior approval from an approved signatory before using a taxi. Travel by taxi should be kept to a minimum and normally only under the following circumstances:

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7.2. When colleagues are on overnight trips, they will follow the same meal arrangements as the students on the trip.

7.3. When colleagues are working away from their usual place of work for a period of a day, there is an expectation that they bring their own lunch, or purchase one locally, as they would do normally. A reimbursement of up to £7 will be made if away for longer than one day. Evening meals will be reimbursed up to a value of £25 if returning home later than 8pm.

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- 12.5. Reimbursement will be made through the next payroll in line with payroll cut-off dates.
- 12.6. Governors (including Members and Directors) must submit signed expense claims to Clerking Services within one month of the end of the month in which the travel or expenditure was incurred. An Expenses Reclaim form is available from the school office or the Clerking Services. Reimbursement will be via direct bank transfer, and will be made once approval from the Chief Executive Officer has been provided.