



## **St. Francis' College**

### **Expenses Policy**

#### **Introduction**

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

St. Francis' College is an independent selective, day and boarding school between the ages of 3 and 18 years.

#### **Policy**

St Francis' College will refund all authorised expenses incurred by staff wholly and exclusively on College business, according to the following principles:

- employees should neither gain nor lose; and
- reimbursement is to be controlled in accordance with the requirements of HMRC and the College's auditors.

The reimbursement of expenses is subject to the production of satisfactory receipts and will be authorised by the Head in the case of teaching staff (or, if under £50, by the Head's PA under the authority of the Head) or by the Bursar in the case of support staff. Expenses incurred by the Bursar will be authorised by the Head, and any incurred by the Headmistress will be authorised by the Inspired Learning Group.

#### **Travel:**

Consideration should be given, particularly on longer journeys (over 50 miles) as to the most cost effective method of transport. Reimbursement for the most cost effective method of transport will be provided as follows:

##### *By car:*

Provided that employees have provided evidence that they hold a legible, current and valid driving licence and that the insurance for their vehicle includes business use (not just commuting to and from a place of work) and have obtained authorisation for the proposed trip from a member of the SLT first, they may use private cars for journeys on College business.

- Mileage rates are available from the Bursary.
- Mileages should be based on the distance between the College and destination, or home and destination, if less.

NB: Staff must report to the Bursar any road traffic incident in which they are involved whilst driving on College business.

*By rail:*

- Rail travel should be by Standard Class unless a First Class ticket can be purchased for the same price or less.
- Staff should endeavour to book well in advance in order to obtain the lowest possible fares.
- Buying two single tickets is usually cheaper than buying a standard open return. Single and return fares should be compared before purchasing.

*By air:*

- Air travel should be booked well in advance to ensure the lowest possible fares.
- Flights less than eight hours should be Economy Class (unless prior authorisation has been provided by the Head, or, in the case of the Head, the Inspired Learning Group).
- Low cost airlines should always be considered as well as full service carriers.

**Accommodation and Subsistence**

The College will reimburse the reasonable cost of subsistence and accommodation on the production of receipts, but it will not reimburse personal costs (e.g. minibar and movies).

Where necessary, costs for hire of secure facilities (e.g. safes to store laptops and personal belongings) will be reimbursed. Approval for this must be secured by the Head or Bursar.

**Telephones**

The College will reimburse all employees for the cost of business calls on the production of receipts, where approved in advance by the Head or Bursar.

**Professional Subscriptions**

The College will consider the payment of subscriptions for employees who belong to various bodies where membership is directly relevant to the employee’s job. Requests for reimbursement of subscriptions must be made to the Head or Bursar (which may be via annual Subject/Department Budget bids).

**Related Policies**

- Anti-Corruption and Bribery Policy

Reviewed By:	Head
Authorised By:	Head
Effective From:	October 2022
Next Review Due:	October 2025