

**PENRYN COLLEGE**

**STAFF TRAVEL & SUBSISTENCE POLICY**

**Approved by:** Finance, Premises & Audit Committee

**Responsible Staff Member:** Finance Manager

**To be reviewed:** February 2022

**Published:** Virtual School, Staff Handbook and Delegation and Financial Procedures

## **Introduction**

The Governors of Penryn College agreed this policy on staff subsistence being mindful of the need to appropriately reimburse employees for expenses incurred in the course of their work, and their responsibilities in managing public funds. The approved policy will be made available to all staff and will be included in new staff handbooks. The Policy will also form part of the College's Scheme of Delegation and Financial Procedures.

## **Penryn College Finance Office**

Without exception, all travel and subsistence requirements are to be made through the Finance Office who will be responsible for booking all trains, hire cars, flights, and accommodation and will always look to book the cheapest form of transport and accommodation within the limits outlined below. Individuals may request a particular mode of travel or accommodation, but this will only be approved by exception if it is outside the limits set out below. For example, if a course is being run in a particular hotel it may be more cost effective to stay there even if it is more expensive.

**Only bookings made on the appropriate form with the correct level of signatory will be accepted.** A copy of the form can be found at Annex A or on the VLE in the Staff Room, User Guides, Forms.

The College can make the greatest savings by booking early and so staff are encouraged to get their requests in as soon as they are aware of their travel requirements. Unless in exceptional circumstances, bookings made within 48 hours of travel will not be accepted.

## **The Policy**

### **Subsistence Allowances**

Employees who, as a result of their official employment duties, are prevented from following their normal meal arrangements or who have to stay away overnight may claim reimbursement of the actual expenditure incurred (**excluding any alcoholic drinks**) up to a maximum. A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement will be made.

Expenses may be claimed where the employee is engaged on official employment duties at the times specified below:

- Breakfast: out before 7 am
- Lunch: out before 12 noon and back after 2.15 pm
- Evening meal: out after 8.30 pm

In exceptional circumstances, and where authorisation is given to an individual employee by the Headteacher, or in the case of the Headteacher, by the Finance Manager, additional expenditure supported by a receipt may be payable.

## Accommodation

All accommodation must be booked through the Finance Office using the form below. Whenever possible, overnight accommodation will always include breakfast. The Finance Office will book accommodation based on the expense limits below. Staff are to provide VAT receipts for all expenses they intend to claim back. There will be no reimbursement for the cost of any alcoholic drinks.

## Expense Limits

With effect from 1 September 2020 the level of expenses will be

<b>Subsistence Expense</b>	<b>Amount</b>
<b>Breakfast</b> (departure before 7.00 am)	Up to £6.50
<b>Lunch</b>	Up to £6.50
<b>Evening Meal</b> (return after 8.30 pm) (overnight stay)	£13.35 £20.00
<b>Overnight Provision (Bed and Breakfast)</b> Outside Major Cities Major Cities – except London London	£80 £100 £130
Out of Pocket Expenses (per night)	£5.33

## Travel

All travel will be booked through the Finance Office. The person travelling must indicate their preferred method of transport on the travel booking form. The Finance Office will always book the cheapest mode of transport unless there are good reasons not to.

Where the request is for a vehicle, staff travelling north of Exeter must take a hire car, ordered by the Finance Manager through our preferred hire company, Enterprise. The class of vehicle will be in accordance with the following:

- Class C – Up to 2 people with or without luggage
- Class D – Up to 4 people with no luggage
- Class F – Up to 4 people with luggage
- MPV – More than 4 people with or without luggage

The traveler must provide the following to the Finance Office before any vehicle is booked:

- Their original driving licence for the Finance Manager to take a copy
- An automatically generated check code from the gov.uk website and include this on the booking form

Hire cars are to be collected and returned to Enterprise, Penryn Branch. On collection, it is the responsibility of the main driver to check the state of the vehicle before departing the forecourt of Enterprise and to report any notifiable damages or concerns to Enterprise **and** to the Finance Manager

Staff requiring to book a minibus for school purposes should do so through Gemma Ohly in the HR Office.

Staff only travelling as far as Exeter may opt to have a hire car, as above, or use their own car.

For those using their own vehicle, the college will pay the following rates:

- In County                      35p per mile
- Out of County                20p per mile
- Passenger Miles              5p per mile

For the purposes of this policy the county border is determined as 55 miles. Therefore, a journey to Exeter would be 55 miles at 35p and the remaining 55 miles at 20p.

Passenger miles are only paid for Penryn College staff sharing a lift and not for pupils or members of staff from other establishments.

**Staff using their own vehicles for college journeys must have business insurance in place and must provide a copy of their insurance certificate to the Finance Office. The vehicle must be road legal, including Road Fund Licence and MOT where appropriate and the driver must hold the appropriate driving licence for the type of vehicle being driven.**

#### **Claiming Reimbursement**

When travelling on business all claims for expenses and/or travel costs are to be made on a Travel & Subsistence claim form, available from the Finance Office. The form should be submitted, with receipts (including a VAT Fuel receipt if mileage is being claimed), to the Finance Office and, once approved, will be paid through payroll.

#### **Review and monitoring**

A review will be undertaken in June each year and expense limits may be increased for the following September at the discretion of the Governing Body.

#### **Summary**

This Policy ensures fair and proper use of public money and ensures that no Department or individual is unfairly advantaged or disadvantaged.

This policy will be reviewed annually by the Finance, Premises & Audit Committee.

## PENRYN COLLEGE TRAINING AND BUDGET APPROVAL FORM

Please complete this form in advance of booking training courses. All requests must be signed by your Line Manager and the appropriate Budget Holder (Dan Mather – Teacher Requests, Sasha Wilkinson – Support Staff Requests) prior to booking.

- Please note:
- If this form is not submitted at least 2 weeks before the date of training your request may not be approved.
  - Your training and travel has not been granted until you receive approval from the budget holder.
  - This form does not constitute a Leave of Absence request. You must submit a leave request form on the VLE.

NAME(S)		DEPARTMENT(S)	
COURSE / TRAINING TITLE	DATE(S) OF COURSE / TRAINING <small>(Please include start / end times of course)</small>	COURSE / TRAINING LOCATION <small>(Please include post code)</small>	
COURSE / TRAINING PROVIDER	COURSE / TRAINING COST	NUMBER OF DAYS/LESSONS REQUIRING COVER (Teachers only)	
	£		
APPROVED	SIGNED	NAME PRINTED	POSITION
YES / NO			Line Manager

If your request requires Travel and/or Accommodation booked for you, you must complete a Travel and Subsistence Booking Form and return the completed forms to the Finance Manager, who will estimate costings and pass your request to the appropriate Budget Holder for consideration. If you **do not** require Travel or Accommodation please pass this form directly to the Budget Holder.

### ESTIMATED TRAVEL AND SUBSISTENCE COSTS (Finance Office use only)

EXPENSE	ESTIMATED COST
Hire Car and Fuel Costs	£
Train	£
Flights	£
Accommodation	£
Other e.g. airport parking, subsistence	£
<b>Total</b>	<b>£</b>

APPROVED	SIGNED	NAME PRINTED	BUDGET HOLDER TITLE
YES / NO			

## PENRYN COLLEGE TRAVEL AND SUBSISTENCE BOOKING FORM

If you have a preferred method of travel, please insert it here. There is no guarantee that this will be provided.

Preferred Method of Travel	Second Choice Method of Travel

If your Travel and/or Accommodation will be funded wholly or partly by the course provider or another source, please provide the following details:

- The type of expense (e.g. transport, accommodation, lesson cover, subsistence) the course provider/funder will reimburse and any cost limitations on reimbursement.
- Details for the course provider/funder, including, as a minimum, a contact name and contact number.

--

### HIRE CAR

Hire Cars will be booked with the College's preferred supplier and will be delivered to and collected from the College. Only staff who have provided a copy of their driving licence and have no more than 3 penalty points on their licence will be eligible to hire cars. You must **generate a check code** for all drivers via the gov.uk website ([www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)) **before** returning this form.

	Driver Name (as it appears on your licence)	Driving Licence Number	Gov.uk Check Code
Main driver			
Additional Driver(s)			

As the main driver you are responsible for checking any pre-existing damages to the hire car and reporting them to the Hire company and the Finance Manager before departing.

OUTWARD JOURNEY	Collection Date	Collection Time	Number of Passengers (Including additional drivers)
RETURN JOURNEY	Return Date	Return Time	Number of Passengers (Including additional drivers)

**TRAIN TRAVEL**

OUTWARD JOURNEY	Departure Date	Preferred arrival time at Destination	Preferred Departure station	Preferred Destination Station
RETURN JOURNEY	Departure Date	Preferred departure time	Preferred Departure station	Preferred Destination Station

**AIR TRAVEL**

Passenger Name(s) (as it appears on your passport)	Do you require airport car parking?	Vehicle Registration (if parking is required)

OUTWARD JOURNEY	Departure Date	Preferred arrival time at Destination	Preferred Departure Airport	Preferred Destination Airport
RETURN JOURNEY	Departure Date	Preferred departure time	Preferred Departure Airport	Preferred Destination Airport

**ACCOMMODATION**

Accommodation will include breakfast but will not include dinner unless it is specifically requested and is within the limits of the subsistence allowance.

Arrival Date	Departure Date	Number of Nights	Number of Guests	Dinner required?

Guests would be happy to share a twin room with a same-sex traveller  Yes  No

**TRAVELLER AGREEMENT**

I confirm that the information given in this form is complete and accurate and it is requested that the travel and accommodation requirements are booked as detailed above.

Signature	Name	Department	Date