



EXPENSES POLICY

Revised: August 2022

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1 Introduction and general principles

This policy provides guidance to all employees claiming reimbursement of travel, subsistence or other expenses incurred in connection with College business. Breach of this policy is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute gross misconduct. This may result in summary dismissal.

The policy operates on the following principles:

- Staff will be reimbursed for expenditure necessarily incurred while on College business;
- Only costs which are necessary and additional to normal daily expenditure should be reimbursed;
- All claims for expenses should be receipted and approved by your Department Head;
- All claims should be itemised and described as fully as possible;
- Managers and Heads of Department should oversee the frequency of travel and associated expenses;
- Staff are responsible for ensuring no unnecessary costs are incurred and that the College receives good value for money.

2.1 Expenses Claims

- 1 All expense claims must be authorised and no claimant may authorise their own claim. By authorising a claim, the authoriser is confirming that the costs have been incurred for College business and that supporting documentation, such as a receipt, is presented. Claims should be authorised by the individual staff member's Department Head or Manager. Claims may be rejected and payment delayed if not properly authorised. Where claims relate to an event where both claimant and approver were attending the claim should be made by the approver.
- 2 To obtain an Expenses Form you will need to send an e-mail to nOra, email address svc.nora.253@nordanglia.com (Appendix A).
- 3 Expenses incurred for College business should be recorded in detail on an expense claim form (Appendix B).
- 4 Please remember in the section "Type" to click on the down arrow & click on "Reimbursement".
- 5 Complete the expense form by entering the Catalogue Code, Detail Description, School Use 1 Code and Amount.
- 6 Attach all receipts on the expense form on the worksheet called 'Attachments' (Appendix B).

- 7 In the event that a receipt is not available, this must be explained in detail on the form (Appendix D) when submitting the claim. Attach this form (Appendix D) on the expense form on the worksheet called "Attachments" (Appendix B) so that your manager can authorise the expense.
- 8 Failure to provide receipts may lead to a claim being refused.
- 9 Claims should be made as soon as possible and always within 2 months.
- 10 Save your reimbursement expense form and email back to svc.nora.253@nordanglia.com for your manager to approve.
- 11 Expenses are normally paid fortnightly on a Friday, in line with our supplier payment run.
- 12 Payment will be made direct to the employee's bank account.

2.2 Credit Card Policy

- 1 To obtain an Expenses Form you will need to send an e-mail to nOra, email address svc.nora.253@nordanglia.com (Appendix A).
- 2 Expenses incurred for College business should be recorded in detail on an expense claim form (Appendix C).
- 3 Please remember in the section "Type" to click on the down arrow & click on "Company Credit Card".
- 4 Complete the expense form by entering the Catalogue Code, Detail Description, School Use 1 Code and Amount.
- 5 Attach all receipts on the expense form on the worksheet called "Attachments" (Appendix C).
- 6 In the event that a receipt is not available this must be explained in detail on the form (Appendix D) when submitting the claim. Attach this form (Appendix D) on the expense form on the worksheet called "Attachments" (Appendix C). So that your manager can authorise the expense.
- 7 Failure to submit the receipts on time without an acceptable reason may result in your card being withdrawn.

- 8 Save your credit card expense form and email back to svc.nora.253@nordanglia.com for your manager to approve.

Credit cards should be used solely for business expenses and is not for personal use.

3 Mobile phone policy

Employees are issued with a College mobile phone if it is deemed necessary to carry out their role effectively. Mobile phones are issued at the discretion of the Department Head or Senior Management Team. The College holds a group contract with Vodafone; all requests for a new contract should go through the Facilities Manager and subsequently the IT Manager who manages these contracts.

Employees can only claim reimbursement of mobile expenses/contract if it relates to work purposes. Itemised billing must be provided to support this claim.

4 Travel

4.1 Travel policy

Oxford Sixth Form College will reimburse the reasonable costs of amounts necessarily spent on travelling in the performance of the duties, for example to events, external meetings, training etc. All expenses must be pre-approved by the Manager of the employee.

This does not include travel between home and the office.

Employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

4.1.1 By employee's own car/motorbike

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments). These are currently as follows:

Transport Method	Miles	Rate Per Mile
Cars & Vans	1 to 10,000	£0.45
Cars & Vans	Over 10,000	£0.25
Motor Cycles	All mileage	£0.24
Bicycles	All mileage	£0.20

If an employee carries any other employees in their own car or van on business travel, that employee can claim 5p per passenger per business mile. The passengers must be an employee and they must also be travelling on business journeys.

Where an employee uses their own vehicle, the employee should ensure that the vehicle is in good working order, fully insured, taxed and MOT'd and that the driver is covered by breakdown assistance.

The Department Head may request the employee to print off a route planner to support the business mileage claimed by that employee.

4.1.2 By taxi

Employees are expected to use taxis only when strictly necessary and where it is cost effective to do so. Employees should always obtain a receipt and be pre-approved by Line Manager.

4.1.3 By train

Employees should travel standard class and should book their journeys sufficiently in advance to obtain the best possible prices.

4.1.4 By plane

Employees are ordinarily required to travel in the cheapest available class of travel. For long-haul flights in excess of 10 hours and where the flight is immediately followed by a presentation or meeting, premium economy or business class may be justified. This must be **pre-approved** by The Principal.

Flights should, whenever possible, be booked sufficiently in advance to obtain the best possible prices. Air travel should be by economy class. Employees should retain all tickets and credit card receipts.

4.2 Overnight accommodation – UK

4.2.1 Hotel accommodation

Should be booked in advance at the best possible rates which should not exceed £110 per night (£120 within the M25 and more than this amount for certain countries where the cost of living is comparably high), including VAT but excluding breakfast costs. Any booking in excess of that amount will need to be approved by the Department Head prior to booking.

Employees should take into account the location of the hotel as regards the cost of taxis, etc. and the time required to travel to and from the hotel.

4.2.2 Staying with friends or relatives

An employee may claim an allowance of up to £35 per night. Receipts are not required but the employee must confirm that the overnight stay was necessary in connection with travelling on College business.

5 Subsistence

5.1 Overnight absence - UK

Oxford Sixth Form College will reimburse reasonable out of pocket expenses incurred by the employee when it is necessary to stay away from home overnight on business.

This will include the following:

- Hotel bills (see above)
- Breakfast, lunch, evening meal and drinks to an overall maximum of £40 per day
- Parking at the hotel

Indicative costs are shown below:

Meal	Limit
Breakfast (journey from home starting before 6.30am)	£5
Lunch: including non-alcoholic drink. Alcohol is not claimable	£10
Dinner: including any drink	£25

Additionally, the employee may claim "personal incidental expenses" up to a maximum of £5 per day. This covers items such as telephone calls, newspapers and laundry.

5.2 Subsistence – no overnight absence – UK

An employee may claim for meals and beverages up to a maximum of £40 per day when travelling on College business. This is intended to reimburse the employee for *additional* expense because of having to travel on business. For example, an employee's normal breakfast, lunch and dinner is **not** covered by Oxford Sixth Form College unless the employee is entertaining.

Personal incidental expenses cannot be claimed where there is no overnight stay.

The rules above (Sections 4 and 5) apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for accommodation and subsistence costs, subject to approval from The Principal. The intention is that the

employee should be able to obtain accommodation and meals of an equivalent standard to that available to them in the UK.

6 Training courses

Travel and subsistence expenses incurred may be reimbursed in the same way as business travel.

7 Entertainment

Employees should only entertain visitors and guests where it is likely to assist Oxford Sixth Form College in its corporate objectives.

In general, entertainment counts as business-related if its purpose is to discuss a particular College project, maintain an existing College connection or to form a new College connection.

By contrast, entertainment by Oxford Sixth Form College will not count as business-related if its purpose is actually social - even though there may be some discussion of business-related topics in the course of the entertainment.

Amounts claimed should be reasonable and appropriate.

Necessary reasonable costs of entertaining business contacts will be reimbursed on production of receipts. Claim forms must record:

- The name of the business contact;
- The organisation they represent; and
- The purpose of the entertainment.

Employee Name

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Employee Signature

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Date

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Appendix A: Email to Request Expense Form

 Send	To	svc.nora.253@nordanglia.com
	Cc	
	Subject	<u>nform</u>

EX03 Expense Form

Appendix D: Missing Receipt Form

Missing Receipt Form

If you are missing the receipt for a transaction, please complete the below form and attach to your expense form on the worksheet called "Attachments" (the below form can be found in the team drive -> administration -> expenses)

Missing Receipt Form

If you are missing the receipt from a credit card transaction, please complete the below form and return to the Finance Department:

Name	
Date of Transaction	
Description	
Amount	

Signed By:

Authorised By: