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An Daras
Multi Academy Trust

An Daras Multi-Academy Trust

Staff Expenses and Purchasing Policy

The An Daras Multi-Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: **Approved**	
Recommended	Yes
Statutory	
Version	v1.0
Adopted	**Feb 2015**
Reviewed	**13th June 2019**
Next Review	**May 2021**
Advisory Committee	FSD
Linked Documents and Policies	Governor/Director Allowances Policy 2017

Introduction

ADMAT employees may claim reimbursement in respect of actual expenditure incurred by them, arising from attending meetings, training and conferences and purchases made on the school/ trusts behalf. Purchases made on behalf of the school/trust must be approved by the main budget holder prior to purchase.

Eligible Expenses

Travel to and from meetings, training and conferences:

- **Car Use**

Reimbursement will be at HMRC mileage rate (currently 45p per mile up to 10000 miles). It will be calculated according the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from school. If during school hours and on a day normally worked).

Where practical, it is expected that staff will share car use. An additional amount per passenger, per business mile, may be claimed for transporting fellow members of staff or local governors/directors.

Where staff are asked to work between locations at short notice e.g.to cover staff absence there will be an agreed amount paid for mileage. See appendix.

- **Other Travel**

All claims must be accompanied by a relevant VAT receipt or ticket. Train travel will be reimbursed at the second class rate regardless of the class of actual travel.

- **Purchases**

Purchases made on behalf of the school/trust (e.g. perishable items for cookery) provided they are supported by the relevant VAT receipt(s). Signed authorisation must be sort from the budget holder prior to any purchase and an order form fully completed. All expenditure must be authorised by the budget holder for payment to be made; therefore you must be aware that if prior approval have not been obtained from the budget holder the school/trust reserves the right not to reimburse the cost. Employees **must not use** personal loyalty cards when purchasing items on behalf of the school/trust.

Procedure for Claiming

All claims must be submitted by the last working day of the month in which the expense occurred, using the Trust travel/expense claim form, signed by the claimant. The claim should be passed to the office and the claim will then follow the procedure set out for processing invoices (as per Local Financial Procedures). Payment for travel expenses will be reimbursed by way of payroll payable to the member of staff concerned. Payment for consumables will be reimbursed directly by BACS from An Daras Multi Academy Trust.

Appendix 1

Mileage allowance for travel between sites on a temporary basis.

It will be calculated according the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from school. If during school hours and on a day normally worked).

Up to one week	HMRC mileage rate	0.45p
Up to a half term	MAT agreed rate	0.35p