



This Policy and the related guidance explains what business related expenses may be incurred and how to claim reimbursement

Aims

Our aim is to ensure that our employees are reimbursed correctly for any valid expenses incurred whilst on Kent Catholic Schools' Partnership (KCSP) business. We will comply with our own policy, Audit requirements and any current legislation relating to employee expenses set out by HMRC.

Scope

The policy applies to all KCSP Central Office employees and where appropriate those undertaking contracted work. This policy will also cover any expense claim made by Directors of the Kent Catholic Schools Partnership.

The policy does not apply to employees of the Company who work at the various Partnership schools.

KCSP Policy Statement

Expenses are genuine business related costs, which allow KCSP employees to carry out their duties effectively. They are reimbursed at the cost value and are not a benefit. If mileage rates above 45p are paid then a benefit does arise. All items claimed must be covered by the policy and guidance and all expenses should be kept to a minimum. KCSP will take every opportunity to maximise VAT recovery and so all claims should be backed-up with a VAT receipt. Even where VAT may not be recovered, claims should be supported by a receipt where possible to ensure compliance.

Expenses Claimant's Responsibilities

Employees should always

- aim to select the cheapest option available to meet their legitimate requirements,
- keep costs for KCSP to a minimum
- supply receipts in order to validate claims.

It is an employee's responsibility to ensure that they are familiar with all the details of the scheme rules and only claim for items that are allowed under this Policy and Guidance.

Claimable items

Most expenses costs, are likely to be incurred whilst travelling on KCSP business. The most common claims will be for mileage. KCSP will reimburse on the basis of the rates quoted and amended from time to time by HMRC.

Main Exclusions

Any personal costs, such as travel to and from work, personal bills, such as private phone line rentals, and any personal items that constitute a benefit or profit are excluded from the Expenses Process.

Items that cannot be proved to be business-only expenses and identified by a valid receipt (VAT where applicable) are excluded, other than in certain exceptional circumstances.

The policy will be:

- Communicated via e-mail
- Made available to all new employees as part of their induction

The policy, guidance and procedures will be reviewed periodically and may be subject to change.

1.0 Expenses: General

These guidelines apply to all KCSP Central office employees and where appropriate those undertaking contracted work. **Any queries regarding their application should be referred to Mark Harris, Business and Finance Director mharris@kcsp.org.uk.**

1.1. Purpose

This document explains how to reclaim expenses incurred in the course of your work as a KCSP employee.

The guidelines are to protect your interests as well as KCSP's. If you do not comply with them you may be required to pay extra tax and failure to comply with the proper authorisation process when either incurring or approving expenses may result in disciplinary action and/or prosecution if it is considered that the intention was to defraud KCSP.

1.2 Expenses Claim Procedure

Expenses forms need to be submitted monthly in arrears to Mark Harris, Business and Finance Director.

Claims for all expenses must be supported with VAT receipts where appropriate, this includes fuel, parking (where a ticket is issued), train tickets (these are zero rated) other purchases. It is a requirement that VAT receipts are submitted so that KCSP can reclaim VAT and also for audit purposes, other than in exceptional circumstances.

The policy, guidance and procedures will be reviewed periodically and is subject to change.

For the avoidance of doubt if any items are not specified in this guide you may not claim them through expenses.

1.3 Self Approval & Authorisation

When completing claim forms it is essential that the form is signed, names are printed and dated is given by both the individual. The form is then passed to the Business and Finance Director for authorisation and payment. The expenses claims in relation to the Chief Executive, will be authorised by the Chair of the KCSP Board.

2.0 Business Travel

2.1 Mileage

The need to travel should be considered before journeys are undertaken. The most cost effective method of travel should be selected for any particular journey. Consideration should be given to the use of public transport where possible, car sharing and scheduling meetings to minimise travelling.

KCSP will only pay travel expenses for journeys which are necessarily undertaken in the performance of the employee's duties. Commuting, which is the journey between an employee's home and permanent workplace, will not be reimbursed by KCSP. If a business journey to a location other than the permanent workplace starts at home, the mileage of the normal commute should be deducted from the claim.

The regulations contained in HMRC Guidance booklets 480(2013) Expenses and Benefits and 490 Employee Travel (2007) apply.

You are not able to claim additional expenses for passengers.

Please note: The rate of mileage is paid to cover wear and tear and depreciation of the individual's personal vehicle. Items such as car washes and replacement of tyres are deemed to be covered by the rate paid and cannot be claimed for separately.

2.2 Travel Fares

Where an employee travels by public transport, payment for public transport will be limited to the value of any concessionary fares operating at the time e.g. cheap day travel. Staff are expected to travel standard class unless there is a legitimate reason why this is not appropriate.

2.3 Travel Parking/Taxis

Parking fees can only be claimed when there is no reasonable alternative means of parking. Car parking fees are not paid for parking in the claimant's usual place of work or base or where an employee is working flexibly at a temporary workplace. Parking tickets or receipts must be attached to the relevant month's expense claim.

Parking fines cannot be claimed under any circumstances.

Taxis should only be used in the most exceptional of circumstances. Claimants must ask the taxi driver for a written and signed receipt with the taxi firm's phone number on the receipt so that the journey can be confirmed for audit purposes.

2.4 Tolls and congestion charge

Where it is necessary to incur toll and congestion charges, a receipt or other proof of purchase should be attached to the claim/sent via post where this is provided.

Congestion charges can be pre-paid on the Internet / phone. Congestion charge fines cannot be claimed.

2.5 Travel Abroad

Reimbursement of air/ferry travel and car hire follows the same guidelines as travel fares (2.2). Employees should search for the cheapest price available and book standard travel seats (unless there is justification for alternative arrangements, e.g. to meet the needs of a disabled employee).

Employees travelling abroad on official KCSP business must arrange insurance cover prior to going on the trip.

Non-employees travelling with employees on KCSP associated business can also be included in this cover.

3. Accommodation

3.1 General Conditions

Employees required to stay away from either their home or their temporary living accommodation overnight will be reimbursed for reasonable hotel expenses. Proper VAT receipts being submitted with the expense claim form

3.2 Business Travel Terms & Conditions

When seeking accommodation, the most cost effective option should be booked. If it is possible and reasonable to return home or to the employee's temporary living accommodation, this option should be taken. Reimbursement claims for accommodation require receipts for all expenditure being claimed for the duration of the employee's stay. This includes receipts for meals.

4. Meals and Entertaining

4.1 General Conditions

Expenditure for meals can be reimbursed if you need to travel away from your normal place of work for business purposes. All claims for meal expenses must include a valid receipt. Claims without a valid receipt will not be paid.

Only reasonable expenses will be authorised and reimbursed.

4.2 Subsistence Claimed when traveling away from your normal place of work - amounts that can be claimed for meals

- Breakfast, maximum of £6 per person per day
- Lunch, maximum of £10 per person
- Evening meal, maximum of £20 per person – only payable if staying overnight on business

These limits are not an allowance. Receipted items up to the values above may be claimed.

Note regarding alcohol: KCSP encourages employees to be responsible in their consumption of alcohol. A maximum of one drink (non alcoholic) may be claimed, only when purchased **with a meal** and not in advance of any business travel. This is also to comply with HMRC.

4.3 Client Entertaining / Functions

Claims should be made with prior approval only and in line with budget restrictions. The proportion of clients to KCSP employees is critical to the compliance of these claims. Normally there must be a higher number of clients than KCSP employees present for claims to be classed as 'Client' and not 'Staff' entertaining (a ratio of 1 to 1 is acceptable).

All claims must be within budget limits and pre-approved.

4.4 Staff Entertaining and Gifts

In unusual circumstances for function claims, pre-approval is required and costs must be approved as being within budget.

Meals or events involving more than one person where clients are not present (or colleagues out-number clients) are defined as Staff Entertaining.

Small gifts may be purchased via expenses for staff recognition purchases. Claims for flowers, meals, chocolate etc have a maximum limit of £50 per person. Receipts must be provided.

Note to managers: All Claimants and Authorisers should note that KCSP pays tax on behalf of all entertaining claims and this increases the actual cost to the budget. **For example each claim of £100, this costs KCSP £144 for a claimant who is a 20% taxpayer and £188 for a claimant who is a 40% taxpayer.**

8. Professional Membership Fees

A maximum of two memberships of professional body fees will be reimbursed.

9. Eye Tests

9.1 Eye Tests & Glasses

If you use DSE (Display Screen Equipment) you may claim towards the cost of eye tests and glasses up to a maximum of £105, of which the eye test must not exceed £20. If the DSE report shows that glasses are not required solely for DSE work, KCSP will only reimburse employees for the cost of the test and not the glasses.

You may claim the maximum of £105 in a 2 year period (not per claim), so as an example, if the eye test costs £20, you may claim up to £85 on glasses in the 24 month period.

In order to claim reimbursement, you need to ask your optician to complete a form at the time of the eye test. Without this KCSP will not be able to reimbursement.

The policy, guidance and procedures will be reviewed *periodically* and may be subject to change.