

1. Scope

All employees of Expanse Learning

2. Introduction

An employee shall be reimbursed for reasonable and justifiable expenses when performing duties on behalf of Expanse Learning in line with their employment contract and any local agreements.

The principle is that all vehicles should be used safely, in accordance with any applicable laws and regulations and with thought to their impact on the environment.

It is the policy of Expanse Learning, that employees are reimbursed the actual cost of expense incurred wholly, exclusively and necessarily in the performance of their duties of employment. Employees are expected to minimise costs without impairing the efficiency of the organisation and to avoid any unnecessary costs.

Expenses incurred on behalf of Expanse Learning are to be recorded in detail on the appropriate claim form (*See Appendix A*). Claims must be made by 22th of each month. All expense claims will be paid via the payroll at the same time as normal salaries.

Claim forms received too late for input will be held until the next normal pay cycle and no advances will be provided for late receipt of claims. In exceptional circumstances where the appropriate authorising officer feels that the delay was not caused by the individual and delay in payment may result in hardship, a request can be made to a director by the employee's line manager.

Note to All - Only original Monthly expense forms will be accepted (*Scanned copies may be sent via email*).

3. Scope

This policy is applicable to all employees using a motor vehicle for business purposes which is either:

- The employees own vehicle (which may be owned, on hire, on loan or leased)
- A vehicle leased to the employee by the company

The policy is also applicable to employees using pedal cycles for business use or using public transport.

4. Employee Responsibility

Driving Licence

- An employee authorised to claim business mileage expenses must hold a valid driving license. Details of the driving license will be recorded by Human Resources within DatabridgeMIS.
- Employees who submit a travel claim should produce their license to their line manager on an annual basis. Their line manager will retain a record within DatabridgeMIS that it has been seen.
- An employee must advise their Line Manager of any driving offences which may lead to loss of license whilst in the employment of Expanse Learning.

Insurance

- Employees must have valid motor insurance at all times and must ensure that their motor insurance policy covers them for 'business use' of the vehicle. Details of the insurance will be recorded by Human Resources within DatabridgeMIS.
- Employees who submit a travel claim should produce a copy of their insurance certificate to their line manager on an annual basis. Their line manager will retain a record within DatabridgeMIS that it has been seen.
- The motor vehicle for which mileage allowance is claimed should be covered for full or third-party insurance including cover against risk of injury to or death of passengers and damage to property.
- The insurance policy must cover the above risks when using the vehicle on official Expanse Learning business. The reference in the policy to passengers will be regarded by the insurance company as covering official passengers, in respect of the employee claiming travel allowance.
- The insurance company undertakes to indemnify Expanse Learning in the event of a claim being made

against it as an employer to the same extent to which you are insured under the policy.

- The insurance policy must be maintained, and the vehicle must be maintained in a roadworthy condition.

Traffic Offences

- Expanse Learning does not accept responsibility for traffic offences of any type (*including parking fines*) that occur during business or private motoring. The employee that is responsible for the vehicle at the time of the offence is responsible for payment, within the stipulated period, of any penalties, excess charges or fines that occur when they are using a vehicle.
- All statutory notices sent in the first instance to Expanse Learning will be returned to the relevant local authority police force with your home address – this is a legal requirement. The issuing authority will then write to you directly.

5. Mileage and Other Allowances

Mileage

Mileage is paid at 45p per mile. Where two or more of the employees attend the same meeting/function, they should liaise with one another and, wherever possible, arrange to travel together.

Car Parking

Employees are expected to use the cheapest car parking reasonably available. Expanse Learning will not reimburse inappropriate expenditure.

Taxis

No reimbursement will be made for using taxis for travelling in the local area except in exceptional circumstances and only relating to genuine business needs.

Train

In exceptional circumstances it may be necessary for employees to purchase rail tickets personally and this should be agreed in advance by their Line Manager. Employees should give consideration to the cost of any ticket before making a purchase. With regard to the Underground/Tube it is recognised that the ticket may be retained by the platform machinery and therefore reimbursement will be made provided that the employee makes a statement to that effect.

Journeys

Whenever possible, if more than one employee attends a meeting, they should travel in the same vehicle. Additionally, employees are required to minimise parking costs (i.e. travelling together, avoiding costly car parks etc).

In certain circumstances, employees will travel direct from home to a business venue or return from a business venue to home. On these occasions, an employee should claim the lesser of:

- the actual mileage incurred from home to venue (or vice versa), or;
- the mileage claimed if the journey had started at their place of work.

6. Authorisation of Expense Claims

- Submissions will be approved within DatabridgeMIS.
- Expense claims must be authorised by an authorised Line Manager. If Managers are in doubt as to what level of authorisation they have they can contact a director.
- Any amendments made to monthly expense form should be initialled by the claimant and by the individual authorising the claim. Under no circumstances will claims that have been self-authorised be paid. Claims must not be authorised by an employee who is a close relative and alternative authorisation must be obtained.
- Once authorised claims should never be returned to the employee. This prevents the employee from adding additional entries to an already authorised claim form.

- The responsibility to ensure that claims are correct and justified is with the authorised Line Manager. It is therefore important that the signatory checks the validity of the claim and is satisfied that any mileage claimed is reasonable for the journey undertaken. Authorised signatories should note that they may face disciplinary action, in line with the organisations Disciplinary Procedure, if they are deemed to have been negligent (*having made insufficient checks*) when signing fraudulent expense claims.

7. Submission/Approval Process

- Employees must read and understand this document and the declaration comment on the excel version of the monthly expense form.
- All travelling expenses and associated allowances must be claimed on the monthly expense form and must be in respect of expenses actually and necessarily incurred whilst engaged on the business stated
- Claims should be submitted monthly and authorised appropriately by either a Line Manager or in their absence another employee senior to the employee making the claim
- All journeys should be documented as fully as possible on the official form
- Mileage claims should be based on the shortest practical route. If a longer route is taken the reasons should be recorded
- Receipts must be attached for all incidental expenses
- If an error is made on the claim form the entry **MUST** be rewritten
- Correction fluid **MUST** not be used
- It is recommended to take a photocopy/scan of your claim for future reference. If you complete the form electronically it is suggested that you save it to your documents.

8. Approver Responsibility

- Check the forms have been appropriately completed and scored through to prevent further entries
- Ensure that the regulations have been properly applied
- Perform a reasonableness check on the necessity for the journeys and mileage
- Authorised claim forms must be passed to the accounts department before 22th of each month.

9. Contacts

Travel Expense Claim Forms to be sent to your Line Manager for approval, please copy the following into the email:

rachael.brown@expansigroup.co.uk

Contact for Queries regarding payment of expenses:

- Queries should be directed to your Line Manager.

10. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance for:	
Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-HR-005
Version:	2
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

<p>Prepared by Scott Roberts 01/09/2020</p>  <p>Head of Corporate Services</p>	<p>Approved by Tony Brown 01/09/2020</p>  <p>CEO</p>	<p>Counter Signatory Karl Wane 01/09/2020</p>  <p>Director of College</p>
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Version Control

Version	Date	Revision	Review Date
1	01/09/2019	Policy reviewed	31/08/2020
2	01/09/2020	Policy reviewed and transferred to new template for the 2021 academic year	31/08/2021
3			
4			
5			

Appendix A – Example of the Expense Mileage and Expense Sheet



Name	Employee Name		Month	Period being claimed			
Travel							
Type of Vehicle	Car		Fuel Type	Diesel	Engine Size	up to 1999cc	
Date	From	To	Miles	Minus HTW	Mileage Claimed	Rate per Mile	Total Claim
01/01/2001	M1 1AA	WN1 1AA	10	8.2	1.8	£ 0.45	£ 0.81

Enter details of your journey

Enter your home to work mileage that you would normally complete during the journey to your normal place of work

Total	£	0.81
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Other Expenses

Date	Item	Value	Receipt Attached	Receipt Number	VAT	Total Claimed
Total						£ -

This section is to be used to claim any other expenses. Receipts must be recorded and then submitted with the claim.

I certify that there has been no change to my circumstances and that the information in this form is true and correct.

Name	Employee Name
Signed	Employee signature

Authorised by

Name	
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Director Authorised by

Name	
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