

Expenses Policy

Staff, Trustees & Governors

For all schools in

6 Rail Travel

Whenever possible employees should travel by train at standard class passenger rate. Staff may choose to travel at 1st class public transport but they will only be reimbursed the cost of standard class travel.

The Trust is only liable for the costs relating to a member of staff's travel. Any accompanying persons will be responsible for their own costs. The exception to this is where their attendance is required as a representative of the Trust and in such circumstances prior approval must be obtained from the Headteacher.

7 Subsistence Allowance Daily and Overnight

The subsistence rates listed below represent the maximum permissible rates available to members of staff on business use.

Where staff travel on Trust business and an overnight stay is necessary, an overnight subsistence allowance may be claimed so long as this is fully receipted. The Trust will reimburse the reasonable costs of accommodation, food and drink when supported by receipts. The Trust will not reimburse the cost of alcoholic drinks under any circumstances.

The Trust will only bear the cost of accommodation required for a night's stay.

