



## ALTERNATIVE PROVISION

# Expenses and Benefits Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Introduction

As a general rule, staff will be reimbursed for all reasonable expenses which they incur wholly, necessarily and exclusively in the course of the provision's business.

There is a fundamental requirement on all staff that they should not incur any personal financial benefit through their employment by **RAISE-AP** other than their agreed salary. Any breach of this requirement may lead to disciplinary procedures. Relevant staff are required to disclose any pecuniary or other links they may have with **RAISE-AP** suppliers by means of a completed entry in the Register of Interests.

**RAISE-AP** recognises that there are situations where an employee may be entitled to benefits in addition to their salary. This policy sets out the provisions and criteria for additional benefits.

Staff must also be aware that public relations and perceptions require that **RAISE-AP** not only has a rigorous, effective and transparent Staff Expenses and Benefits policy in place, but also that no misleading or unfortunate impression can be created in the application of the policy.

The Head of Provision is responsible for ensuring compliance with all Financial Regulations, Policies and Procedures.

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## Aims

This policy will ensure that **RAISE-AP** complies with Inland Revenue regulations. It is therefore, essential that the procedures detailed in this policy are followed when making expenses claim or accepting a benefit or gift. This will enable **RAISE-AP** to make the reimbursement of expenses.

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## Procedures

### Authorisation Procedures

Payments to members of staff for personal expenditure (i.e., mileage, subsistence etc.) must be made using a travel and expenses claim form. This form must not be used by an individual to reclaim for example the costs of equipment, which should be ordered using the requisition/ purchase ordering system and paid with an invoice.

The procedures for the reimbursement of expenses incurred by staff while engaged on provision business is set out below. All staff wishing to claim reimbursement of

expenses should pay particular attention to these procedures, which also include mileage and subsistence rates.

Supporting documentation (e.g., receipts, proof of stay, and other supporting information) must be attached to the travel and expenses claim form.

The claim form together with supporting documents should be sent to the Head of Provision for approval.

Before any expenses are paid, they will require approval and authorisation. The Head of Provision will approve and authorise all travel claims. Claims which are not authorised in compliance with these procedures will not be processed and will be returned unpaid.

Payment will be made via payroll except for some expenses relating to exchange visits, overseas visits and provision journeys undertaken in one day. See the appropriate section below for details of how these expenses can be reclaimed.

If a member of staff attempts to submit a false, claim this will be treated as a serious offence which may lead to disciplinary action and a referral to the police.

## **Travel Expenses**

### **Car Mileage**

In accordance with Inland Revenue regulations, the first 10,000 business miles per annum travelled by a member of staff in his/her own car will be reimbursed at the higher rate. Mileage above 10,000 miles per annum will be paid at the lower rate. The rates which will be reimbursed are set annually by the Inland Revenue, but the current approved [RAISE-AP](#) rates are:

Up to 10,000 miles - 45.0p per mile for business use

Over 10,000 miles – 25.0p per mile for business use

Passenger miles – 5.0p per mile

Normally mileage claims will be paid only for journeys which start and end at the provision or from home to the destination, whichever is the shorter distance. If travelling directly from or to home the normal mileage which would have been travelled from home to the provision should be deducted from the total mileage claim for the journey. Travel should be by the shortest reasonable route. When staff, with a common case, travel to the same meeting or function, wherever possible, cars should be shared.

[RAISE-AP](#) does not normally pay travel from home to normal place of work. In the circumstance of a “second trip” – such as an out of hours journey, if the Head of Provision has approved the journey it is possible to claim the full mileage, you should be aware that the reimbursed mileage is taxable.

Full details of all journeys including the date, reason for the journey, starting point and destination should be shown on the travel and expenses claim form.

**RAISE-AP** will not, under any circumstances, reimburse parking or speeding fines.

All employees are required to present their driving licence and evidence of the category of vehicle they are eligible to drive, when submitting their claim

### **MOT and Insurance**

It is the responsibility of the member of staff concerned to ensure that the vehicle is properly taxed, insured, MOT'd and serviced where appropriate.

**RAISE-AP** does not provide car insurance cover for staff using their own vehicles, staff are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with provision business. The insurance policy must cover all risks in connection with the use of the car for business purposes and, if appropriate, include passenger cover.

The mileage rates payable by **RAISE-AP** include an element to defray the cost of insurance as well as vehicle depreciation, fuel etc...

Damage to the car, however caused, cannot be the subject of a claim against **RAISE-AP** merely because the vehicle is being used on **RAISE-AP** business. This should be borne in mind by any member of staff electing to insure against third-party risks only.

Staff must submit copies of the MOT certificate and motor insurance prior to any claim being paid.

### **Public Transport**

Wherever possible employees should travel by train or bus or car share when making the same journey. Where staff use public transport, reimbursement will be on a receipt's basis, provided the expenses are reasonable.

### **Rail Travel**

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

**RAISE-AP** 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 provision and in such circumstances, prior approval must be obtained from the Head of Provision.

## **Subsistence**

Employees are expected to make their normal arrangements (or equivalent) for meals while undertaking their duties in all circumstances i.e., regardless of whether they are working in different locations or within a different working pattern. However, employees will receive payment for lunch where the employee has necessarily incurred additional expense in the course of their work e.g., for official hospitality.

**RAISE-AP** will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members. Employees are expected to make reasonable endeavours to book accommodation costing no more than £99 per night and £129 per night for accommodation in London.

## **Entertaining**

The general principle regarding the reimbursement of entertainment expenditure is that staff members will be reimbursed reasonable entertaining costs for themselves and guests where guests are present for a professional purpose, their presence is beneficial to the provision and where prior approval from has been granted.

Expenses for entertaining will only be reimbursed for staff who have a valid reason for being present. An appropriate cost for entertaining is £15 per head for lunch and £25 for dinner including gratuities.

It is stressed that no reimbursement of entertaining expenses will be made unless the above guidelines are followed. In addition, it should be noted that under no circumstances will **RAISE-AP** contribute to the cost of entertaining when only members of staff are involved.

The following information should be included on/with expense claim forms regarding entertaining expenditure:

- a) names of attendees
- b) the organisation they represent
- c) the purpose of the entertainment (e.g., negotiation of contract)
- d) appropriate receipts.

## **Exchange Visits**

Staff may wish to use some of the following allowances. It should be emphasised that these are maximum allowances, and they may not necessarily be required

Subsistence allowance for visitors. If a member of staff entertains overseas visitors, it has been agreed that we allow up to a maximum of £15 per visitor per day for meals. If entertaining more than 1 visitor at any one time, then for each additional visitor the allowance is £10 per person per day. Receipts are not required for this allowance.

Entertainment allowance for visitors. It has been agreed that if a member of staff needs to entertain an overseas visitor, then a maximum of £30 per visitor per week is allowed. In addition, there is a maximum of £30 for the host plus a further £30 for the host's partner. Receipts are required for this.

## **Overseas visits (this could include ski trips, cultural trips, return exchange visits**

If staying with an overseas family, then up to £20 may be spent on gifts for the overseas family. Receipts are required for this.

## **Miscellaneous Expenses**

### **Telephone Calls and Mobile Phones**

Business calls made from a home telephone by staff may be reimbursed subject to their inclusion on the expenses claim form and the provision of an itemised telephone bill. [RAISE-AP](#) will not bear the cost of any part of the rental nor of any private calls.

[RAISE-AP](#) provides access to telephones only where a specific operational need arises. It is the policy of the provision that no private use is made of these telephones except in emergencies. If any private use is involved, then the staff member will be required to reimburse [RAISE-AP](#) for the cost of the call.

[RAISE-AP](#) will not reimburse staff for the rental of personal mobile telephones but will meet the cost of business calls made on the phones subject to evidence of the calls being provided with the expenses claim form.

## **Interview Expenses**

In general expenses are not paid to interview candidates. In exceptional circumstances expenses of up to £100 will be made following agreement in advance by the Head of

Provision.

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## Staff Benefits

There are a number of staff benefits which have been agreed by the **RAISE-AP** educational directors made in addition to salary. These include:

Free lunch for working on INSET days when the provision is closed.

Free tea and coffee and food at other events at which colleagues are required to stay and in the staffroom at specific break times/end of term events.

Health and wellbeing schemes offered to all staff committed to two or more terms.

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## Training Fees

**RAISE-AP** takes a positive view of staff wishing to further their qualifications. At the discretion of the Head of Provision, **RAISE-AP** will contribute a one-off sum of up to £1000 per year or 50% of the cost of the course (whichever is the lower), provided the course is directly relevant to the staff member's work at the provision or will enable the staff member to make further valuable contributions towards his/her work at the academy. Approval for such contributions will be at the discretion of the Head of Provision.

Any study leave required for the course during ordinary hours must have prior approval from the Head of Provision, and this will be at the Head of Provision's discretion. Staff members may be required to sign an agreement that allows **RAISE-AP** to require them to:

- Repay in full any contribution to their course fees if they leave **RAISE-AP** whilst completing the course or before the course commences; or
- Repay half of any contribution towards their course fees if they leave **RAISE-AP** within 12 months of completing the course; or
- If a member of staff completely fails to attend the course following their agreement to attend, unless due to certified sickness or other unavoidable reasons accepted by **RAISE-AP**, they will be required to repay the full costs of the training course.

If a member of staff is retired on health grounds or made redundant there will be no recovery of costs. In other exceptional circumstances, consideration will be given to waiving in part or in total the requirement to repay costs. **RAISE-AP** will take into consideration the cost and duration of the course and the relative benefit to the

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provision of the member of staff completing the course before deciding whether to require an agreement to be signed.

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## Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Expenses and Benefits policy.

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## Appendix I

Expense form must be completed to claim reimbursement ensuring all boxes are completed. Claims should be submitted monthly.

Name:

Position:

Date:

Date	Expenses Description	Expenses Category	Miles Travelled

Employee Signature:

Authorised By:

### Business miles rate

First 10,000 cost per mile: 0.45p  
 Miles over 10,000 cost per mile: 0.25p  
 Passenger rates: 0.5p

### Expense Categories

- Train Fare
- Tube / Metro Fare
- Taxi Fare
- Travel Mileage
- Subsistence/Food
- Parking
- Postage
- Staff Entertaining
- Stationery and Supplies
- Telephone - Landline Calls
- Hotel
- Other