



NORTH FERRIBY C E PRIMARY SCHOOL

STAFF TRAVEL & SUBSISTENCE POLICY

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| Date of Policy: | Summer 2014 |
| Review Date | Summer 2017 |
| Policy Type: | School |
| Co-ordinator: | Russ Orr |
| Link Governor: | Matthew Brailsford |
| Committee: | F&GP |

Introduction

Travelling and subsistence expenses necessarily incurred by officers in performance of their official duties will be reimbursed after authorisation.

Travelling Expenses

Method of Travel

All staff to use the **cheapest**, most appropriate means of transport when travelling on official business.

Travel by Private Car

Designated staff will be reimbursed at the local authority casual user rate.

Travel by Public Transport

Staff will be reimbursed with the actual cost of rail tickets, tube and bus fares.

Travel by taxi

Staff will be reimbursed with the actual cost, providing the Headteacher has given prior approval.

Passengers

Where possible, staff should travel together making the same journey on the same business.

Insurance

Staff using private cars must include in their policy of insurance a clause indemnifying the Authority against all third party claims (including those concerning passengers) arising out of the use of the vehicle on official business, provided that this requirement shall not apply where an undertaking has been given by an insurer to the Authority or the appropriate association of local authorities.

Mileage and Recording

- (i) All staff must maintain an official record of their journey giving full details of each, the reason for the journey and the names of any official passengers. Mileage claims should be restricted to the shortest possible routes for journeys undertaken.
- (ii) Where a member of staff makes an official journey involving a diversion from his/her normal home to work journey, the mileage reimbursed will be the **difference** between the mileage incurred and the member of staff's normal home to work mileage.
- (iii) All mileage claimed in the course of an employee's work be subject to a deduction of the normal home to work and work to home mileage.

Subsistence Expenses

To be paid at the current local authority rates.

Claims procedure

Claims for travelling expenses are to be submitted on the forms supplied by the school office. When completed they are to be returned to the Headteacher.