



Blessed Edward Bamber
Catholic Multi Academy Trust

Executive Director: Mr Stephen Tierney BSc (Hons), BPhil
Company No: 9111449
Registered Office: St. Walburga's Road, Blackpool FY3 7EQ
Telephone: 01253 396286
Website: www.bebcmat.co.uk
Registered in England & Wales

Travel & Subsistence Policy

Travel

Official travel is any travel you are required to undertake away from your normal workplace on official business, including attendance at:

- A different BEBCMAT academy from your regular location;
- A training course;
- Business meetings or events taking place away from your regular location.

When required to undertake official travel BEBCMAT will pay for, or reimburse you for, the extra expenses that you necessarily incurred. The general principle being that where no extra expense is incurred no reimbursement is due, for example, when travelling to a different BEBCMAT academy from/to home the mileage claimed is less the mileage from home to your regular academy location or vice versa.

To obtain the best value for money you must arrange journeys as economically as possible, for example by taking advantage of available cheaper rail fares and minimising taxi journeys. You should balance economic considerations against other factors such as efficient use of time, the time of day and safety. BEBCMAT may refuse to meet any expenses that are considered unreasonable or which could have been avoided had you planned the journey better.

Taxis must only be used in the following circumstances:

- It is necessary for reasons of personal safety;
- You are travelling very early in the morning or late at night;
- You have to transport heavy luggage to or from a place of departure or arrival;
- There is no other suitable method of public transport; or
- Travelling by taxi is necessary as part of an agreed reasonable adjustment for a disabled member of staff.

Subsistence

BEBCMAT will reimburse any actual additional costs you incur when you are on business travel up to an agreed level. All claims for subsistence i.e. food and drink, must be accompanied by receipts to demonstrate the actual expenses you incur.

Journey Time	Maximum Claim
Up to 5 hours	£5
Up to 10 hours	£10
15 hours or more	£25

There will be no reimbursement for the purchase of alcohol and any such purchases will be at your own expense.

Placing an order

Where travel is by rail, a requisition should be raised on Sage as follows:

Combined budget – Staff Travel or Projects (where the travel is linked to a specific project)

Item – include the dates of travel and names of staff travelling

Quantity - 1

Supplier – Diners Club

Nominal Account – 8021/GAG/TRA (if in Staff Travel) or 8021/DES/PRO (if in Projects)

Net Unit Price – Check www.thetrainline.co.uk for prices

Once the requisition is submitted, full details including times, preferred seating and preferred ticket arrangements (Trainline app or tickets picked up from the station) should be emailed to the Trust Business Manager etr@st-mary.blackpool.sch.uk Standard class tickets will be booked unless a first class ticket is cheaper.

Where accommodation is required, this can be booked using the academy credit card. Staff should complete a yellow credit card form and ensure it is signed by the budget holder before passing it to the Finance Team.

Claiming a reimbursement

To claim any other travel or subsistence expenses, you must provide a receipt. Any claims without a receipt will not be authorised. The Headteacher will approve expenses and is responsible for ensuring that the claims they authorise are in line with this policy.

Reimbursements for car mileage and associated expenses will be paid in the next monthly payroll. Claim forms need to be with the Finance Team by the 1st of the month to be included in that month's payroll. Reimbursements for car mileage will only be processed on sight of a car insurance certificate including business use. The Finance Team will keep copies of the car insurance certificates for reference and to speed up claims.

Reimbursements for other travel and associated expenses will be paid in the next weekly academy payment run. Claim forms need to be with the Finance Team by close of play on Tuesday to be paid the following week.