



Staff Travelling Expenses Policy

Mission Statement (5 Promises)	
Keep Everyone LEARNING	<p><i>Because God calls us to fullness of life in Christ we provide varied exciting opportunities for children to achieve highly.</i></p> <p>God invites us to promise; to keep everyone learning</p>
Keep Everyone INCLUDED	<p><i>Because God calls us to love our neighbour we respect and include each other and develop the skills of confidence, resilience, independence, empathy and understanding.</i></p> <p>God invites us to promise; to keep everyone included</p>
Keep Everyone SAFE	<p><i>Because God shows us the best way to live we get to know ourselves and learn how to be safe.</i></p> <p>God invites us to promise; to keep everyone safe</p>
Look After the World Around Us	<p><i>Because God calls us to live as faithful members of the community we respect the world around us.</i></p> <p>God invites us to promise; to look after the world around us</p>
Be Honest	<p><i>Because God calls us to be like him we get to know ourselves and learn to respect the truth.</i></p> <p>God invites us to promise; to be honest</p>

Approved by	Approval date	Review date
FGP&P	17.05.2021	Summer 2022

Staff Travelling Expenses – A Guide for School Staff

1. Introduction

The information contained in these guidelines should be read in conjunction with the relevant conditions of service as set out in the Schools Handbook. Any points requiring clarification should be taken up with the Business Development and Support, Planning Support and Improvement, Children Families & Cultural Services, telephone number 0115 9774363.

2. How to make a Travel Claim

All claims have to be made on an official claim form, 'Claiming for Travelling and Sundry Expenses'.

Claim forms **must** be completed only by the employee incurring expenditure who should ensure that each claim is legible and personally signed by them.

All details required on the form **must be completed in full.** It is also imperative that **milometer readings and times of leaving and returning are included.** Reasons for each journey should also be recorded.

After a recent European Court ruling, Her Majesties Revenue & Customs (HMRC) have instructed that VAT receipts for petrol purchased for business journeys must be attached to all travel claims. The receipt will be issued by the petrol station upon request and must contain the following information:

- Date of transaction
- Suppliers name and address
- Suppliers VAT number
- Description of purchase
- Value of purchase

It is acknowledged that when petrol is bought it will be used for both private and business journeys. This does not matter. It is important that the value of the receipt is more than the cost of petrol used for the claim and the date on the receipt relates to the period in which the journey(s) took place.

Recommended mileage rates are set by the National Employers for Local Government Services (NJC car allowances). In a change from previous practice, Nottinghamshire County Council has chosen to adopt the National Insurance exempt rate published by HMRC of 45 pence per mile. Head Teachers can set their own rates within these guidelines according to the circumstances of the claim but must have the approval of their Chair of Governors to do so. For those schools that wish to continue to pay claims using the NJC rates, these are listed in appendix B. The PSV Rate (also known as Public Transport Rate) is a locally agreed rate which can be used for payment for all journeys subject to the approval of the Head Teacher and the Governing Body of the school. The PSV Rate should also be used for the payment of interview expenses.

The allowance is not intended to provide profit or the reimbursing of actual costs. It is the intention to compensate an Officer where they have chosen to use their personal vehicle in circumstances where public transport could have been the appropriate authorised mode of transport.

N.B: Where a teacher or Head Teacher attends Association or Governors meetings etc. in the capacity of a member, travel expenses are not met as Governors are not eligible except where approval has been given by special resolution. However, journeys completed by a teacher or Head Teacher in his/her capacity as a teacher or Head Teacher to attend evening Governors meetings can be claimed.

All journeys for travel expenses must have the authorisation of the Head Teacher or Chair of Governors or the appropriate authority.

Claims should be submitted on a **calendar month** basis as soon as possible within the first week of the following month. If in exceptional circumstances it is necessary to submit more than one month's claim together, then a separate sheet should be completed for each of the months referred to.

3. Consent to Travel by Car

All car users must satisfy themselves that travel by car is the most economical mode of travel. **Once agreed, official mileage must be claimed by the shortest available route. This is a requirement of Internal Audit.**

Wherever possible employees should not use their own car when there is room in the car of a colleague making the same journey.

4. Certification of Claim Forms

All claim forms must be certified by an authorised officer who usually will be the Head Teacher. Head Teachers claims should be signed by the Chair of Governors.

5. Mileage Rates and Other Travel Rates

The current mileage rates are attached in appendix B. This covers all categories of cars as well as motor cycles, mopeds and pedal cycles.

6. Subsistence Allowance

As a general principle, employees will be responsible for meeting the cost of their own food and drinks whilst at work. In a limited range of circumstances, set out below, employees may submit claims for the reimbursement of expenditure actually incurred beyond the norm. Reimbursement of expenditure will be on the basis of receipts for costs actually incurred (up to the maximum level agreed by the National Joint Council for Local Government Services), which will need to be obtained by the employees and submitted with claim forms. Details of the maximum levels of reimbursement are listed below.

Reimbursement in respect of breakfast may be claimable where an employee leaves home before 7.00am and more than 1 ½ hours before their normal start time, in circumstances where this does not reflect the normal working pattern. The maximum allowance claimable is **£7.00**.

Reimbursement in respect of lunch will not normally be allowed. The only exception will be where an employee has a limited range of options (e.g. attending a training course where lunch is provided but has to be paid for) which entails a much greater cost than that normally incurred. Where such costs are likely to be incurred, the employee should seek advanced confirmation from their line manager that expenses can be claimed. The maximum allowance claimable is **£7.50**.

Reimbursement of the cost of an evening meal will be payable where work continues after 8.30 p.m. where this does not form part of the normal working day, and where approved by the manager and where reasonable additional costs are incurred. In exceptional circumstances an employee may be reimbursed above the maximum where it is not possible to obtain a meal within the agreed limit. The maximum allowance claimable is **£17.40**.

7. Car Insurance

All employees who use a private vehicle for school business should ensure that they have an insurance policy that covers use for business and have included in the policy, a clause indemnifying the school and authority against all third party claims arising out of the use of the vehicle on school business.

Use limited to 'Social, Domestic and Pleasure' will not cover any journey in connection with work use.

If staff are in any doubt about the cover available, they are strongly recommended to discuss the situation with their insurance company.

Nottinghamshire County Council accepts no responsibility for damage to, or theft from employee's cars whilst parked on County Council property or while employees are undertaking their duties. However, a voluntary scheme is in operation to provide employees with a measure of compensation for loss of bonus or payment of excess, or both, where a car used by an employee is either parked whilst at work or engaged in council work.

This voluntary scheme does not cover damage to a vehicle parked at work unless fully comprehensive insurance cover is available.

Details of how to apply for the voluntary scheme are available from the County Treasurers Insurance Section, telephone number 0115 9773331.

8. Taxation and National Insurance

a) Taxation

HMRC has the authority to tax employees on what they regard as the profit element of the allowances paid by the authority.

A return detailing all of the business mileage undertaken by staff that has been paid at a rate of greater than **£0.40** pence per mile must be completed each year and sent to Business Development & Support, Children Families & Cultural Services. A reminder and a form to complete will be sent electronically to schools in March each year.

This information is then used to calculate the amount of tax owed. The employees Income Tax Code is then adjusted accordingly in the ensuing year. Employees not in agreement with the tax adjustment have the right of appeal to the Local Inspector of Taxes. A list of the profit tables issued by HMRC is available from the Corporate Services department (tel. 0115 977 3325).

b) National Insurance

HMRC have issued their own mileage rate which they regard as having no profit attached and therefore not subject to National Insurance. This has now been adopted by Nottinghamshire County Council. The HMRC exempt rate is **45p** per mile.

By taking away the above rate from the NJC rates gives you the profit element. For example, the NJC rate for cars 1000cc and over is 52.2p per mile. This is 7.2p per mile above the N.I. free limit and this is the amount on which N.I. would be paid. See Appendix C. These deductions take place through payroll. Further details can be obtained from Business Support & Planning, Children Families & Cultural Services.

It is appreciated that this document is lengthy but it is hoped it has provided an insight into the complexities of travel and subsistence. It is not a complete guide and staff should always consult the Schools Handbook or speak to colleagues in Business Support & Planning, Children Families & Cultural Services if particular questions arise.

Wendy Fearnside – Business Support Officer,
Business Development & Support, Children Families & Cultural Services

Examples of Travel Claims

1. Employee with a car claiming for 50 miles at NCC rate

A teacher will be paid at 45p per mile. This equates to $45p \times 50 = £22.50$, this is what the claimant will receive.

VAT is calculated by multiplying the number of miles (50) by the appropriate VAT rate (2.00p). This equals £1.00.

The travel claim should therefore read, £21.50 charged to your school cost code and £1.00 to VAT totalling £22.50.

45 pence per mile is classed as National Insurance free so therefore there is no National Insurance to be deducted.

Travel and Subsistence Rates 2011/12

NCC Casual User Rate	45p
VAT element	2.00p
Public Transport Rate	22.6p
Motor Cycles	24p
Cycles	20p
Volunteers rate	45p
Breakfast allowance	£7.00
Lunch allowance	£7.50
Evening meal allowance	£17.40

Agreements Reached in the National Joint Council For Car Allowances 2011/12

Casual Users	451cc-999cc	1000cc-1199cc	1200cc or above
Per mile first 10,000	46.9p	52.2p	65p
Per mile after 10,000	13.7p	14.4p	16.4p
Petrol Element	9.406p	10.366p	11.288p
Amount of VAT per mile in Petrol Element	1.57p	1.73p	1.88p

National Insurance (NI) "Free Rates" 2011/12

	<u>Scale 1</u>	<u>Scale 2</u>	<u>Scale 3</u>
	451cc – 999cc	1000cc-1199cc	1200cc or above
Allowance	45p	45p	45p
NJC Rate	46.9p	52.2p	65p
Therefore NI Amount per Mile =	1.9p	7.2p	20p

N.B.

The NI adjustments need to be completed on a PAY/CYB/60/COA form (Multiple Miscellaneous Timesheet)

- (i) The Pay point No and Pay No can be obtained from information on the claimants Pay Slip.
- (ii) The name of your schools needs to go in the DEPT/Location box.
- (iii) Write "Mileage Claim" in the box entitled "Duties Undertaken".
- (iv) Be careful when completing the box "Rate Amount"!!!!
This is the amount which is the difference between the Free Rates and Notts County Council Rates x mileage completed by the claimant.

e.g.	Notts County Council Scale 2 = 45p	45.0
	Free Rates Scale 2 = 52.2	52.2
		= 7.2p

Multiply 7.2p by the number of miles completed by the claimant.
e.g. 90 x 7.2p = £6.48

This is the amount to be entered onto the form in the box "Rate/Amount".

- (v) HED Code to be used is 316. The NI will then be worked out by Payroll.