

St Francis Xavier College Travel and subsistence policy

Requirements for all expenses

- Required for college business
- Prior written approval as reasonable estimates under the appropriate budget before incurred eg INSET form, Trip authorisation
- Claim forms for INSET are on the College Intranet.
- Only actual costs incurred – the limits shown are not allowances except for car mileage
- The payment of any fixed penalty notices or other fines and charges is the responsibility of the driver and reimbursement by the College will not be made.
- Normal travel between home and college cannot be claimed

Cost incurred	Expense claim requirements	Upper limit			Receipt required
		Business Miles	On first 50 miles	After 50 miles of total journey	
Car	Insurers requirements of driver: <ul style="list-style-type: none"> • Holds a valid driving licence (any endorsements or prosecutions must be declared) • Holds an insurance policy that is fully comprehensive and covers the use of the vehicle for college business • Where necessary, holds a valid MOT certificate • Maintain regular servicing in line with manufacturer's recommendations • Tax the car each year • Are fit to drive (for conditions that must be declared to DVLA see www.hse.gov.uk/driving at work). A false declaration may result in action being taken under the disciplinary procedures. • Drivers should car share wherever possible 				x
		Cars	45p	25p	
		Motorcycles	24p	N/A	
		Bicycles	20p	N/A	
		Passengers	5p	N/A	
Car parking					✓
Congestion Charge & Toll Crossings	<ul style="list-style-type: none"> • Staff are only to drive into the Congestion Charge area if absolutely necessary, e.g. for marketing visits. If possible an alternative method of transport must be used. 				
Rail & bus fares		<ul style="list-style-type: none"> • Lower of second class or fare actually incurred • Book in advance to obtain cheaper fares where possible 			✓
Underground	<ul style="list-style-type: none"> • Include on train ticket 	<ul style="list-style-type: none"> • Book in advance to obtain cheaper fares where possible 			x
Taxi	<ul style="list-style-type: none"> • Exceptional circumstances only • No cheaper feasible alternative eg public transport, car (feasible includes undue delay, heavy baggage carried) 				✓

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	<ul style="list-style-type: none"> • Short journeys only 		
Foreign travel	<ul style="list-style-type: none"> • Staff - prior written approval from the Principal • Principal - prior written approval from the Chair of governors • Chair of governors - prior written approval from the Corporate Board 		✓
Cost incurred	Expense claim requirements	Upper limit	Receipt required
	<p>A written request including:</p> <ul style="list-style-type: none"> • justification for the trip • consideration of other means (eg video conferencing) • assessment of comparative costs of different travel options • how the journey offers value for money 	<ul style="list-style-type: none"> • 	
Air travel	<ul style="list-style-type: none"> • Justified by comparative costs • Economy/equivalent unless alternative justification authorised by the Principal on grounds including: <ul style="list-style-type: none"> • length of journey • time of travel • airline fare structures on various routes 	<ul style="list-style-type: none"> • college element only eg where leave entitlement added, additional persons travelling not required for college business 	✓
Accommodation	<ul style="list-style-type: none"> • Only to be claimed when an overnight stay is essential • Not included in course/conference fees • Book in advance for best rates 	<ul style="list-style-type: none"> • £80 	✓
Breakfast	<ul style="list-style-type: none"> • Course/conference start requires leaving home before 7am • Not on College premises 	<ul style="list-style-type: none"> • £7 	✓
Lunch	<ul style="list-style-type: none"> • Not included in course/conference fees • No alcoholic drinks – soft drinks permitted 	<ul style="list-style-type: none"> • £9 	✓

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	<ul style="list-style-type: none"> • Not on College premises 		
Dinner	<ul style="list-style-type: none"> • Overnight stays on college business/INSET • Evening work away from college after 7pm • No alcoholic drinks – soft drinks permitted 	<ul style="list-style-type: none"> • £20 • £12 	✓
Hospitality	<ul style="list-style-type: none"> • Authorised meetings, sanctioned by Principal, during the lunchtime 12.55 to 1.45pm or remaining at college after 7pm will be entitled to refreshments provided by onsite caterer or purchased locally • No alcoholic drinks – soft drinks permitted 	<ul style="list-style-type: none"> • £5 max 	✓