

## 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
Car	Insurers requirements of driver: <ul style="list-style-type: none"> <li>• Holds a valid driving licence (any endorsements or prosecutions must be declared)</li> <li>• Holds an insurance policy that is fully comprehensive and covers the use of the vehicle for college business</li> <li>• Where necessary, holds a valid MOT certificate</li> <li>• Maintain regular servicing in line with manufacturer's recommendations</li> <li>• Tax the car each year               <ul style="list-style-type: none"> <li>• Are fit to drive (for conditions that must be declared to DVLA see <a href="https://www.gov.uk/health-conditions-and-driving">https://www.gov.uk/health-conditions-and-driving</a>). A false declaration may result in action being taken under the disciplinary procedures.</li> </ul> </li> <li>• Drivers should car share wherever possible</li> </ul>	Business Miles	On first 50 miles	After 50 miles of total journey	<b>x</b>
		Cars	45p	25p	
		Motorcycles	24p	N/A	
		Bicycles	20p	N/A	
		Passengers	5p	N/A	
Car parking					✓
Congestion Charge, ULEZ & Toll Crossings	<ul style="list-style-type: none"> <li>• Staff are only to drive into the Congestion Charge / ULEZ area if absolutely necessary, e.g. for marketing visits. If possible an alternative method of transport must be used.</li> </ul>				
Rail & bus fares		<ul style="list-style-type: none"> <li>• Lower of second class or fare actually incurred</li> <li>• Book in advance to obtain cheaper fares where possible</li> </ul>			✓
Underground	<ul style="list-style-type: none"> <li>• Include on train ticket</li> </ul>	<ul style="list-style-type: none"> <li>• Book in advance to obtain cheaper fares where possible</li> </ul>			<b>x</b>
Taxi	<ul style="list-style-type: none"> <li>• Exceptional circumstances only</li> </ul>				✓

Effective from 1<sup>st</sup> August 2022  
 Approved by F&RC 21<sup>st</sup> June 2022  
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	<ul style="list-style-type: none"> <li>• No cheaper feasible alternative eg public transport, car (feasible includes undue delay, heavy baggage carried)</li> <li>• Short journeys only</li> </ul>		
Foreign travel	<ul style="list-style-type: none"> <li>• Staff - prior written approval from the Principal</li> <li>• Principal - prior written approval from the Chair of governors</li> <li>• Chair of governors - prior written approval from the Corporate Board</li> </ul>		✓
<b>Cost incurred</b>	<b>Expense claim requirements</b>	<b>Upper limit</b>	<b>Receipt required</b>
	A written request including: <ul style="list-style-type: none"> <li>• justification for the trip</li> <li>• consideration of other means (eg video conferencing)</li> <li>• assessment of comparative costs of different travel options</li> <li>• how the journey offers value for money</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
Air travel	<ul style="list-style-type: none"> <li>• Justified by comparative costs</li> <li>• Economy/equivalent unless alternative justification authorised by the Principal on grounds including:               <ul style="list-style-type: none"> <li>• length of journey</li> <li>• time of travel</li> <li>• airline fare structures on various routes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• college element only eg where leave entitlement added, additional persons travelling not required for college business</li> </ul>	✓
Accommodation	<ul style="list-style-type: none"> <li>• Only to be claimed when an overnight stay is essential</li> <li>• Not included in course/conference fees</li> <li>• Book in advance for best rates</li> </ul>	<ul style="list-style-type: none"> <li>• £95</li> </ul>	✓
Breakfast	<ul style="list-style-type: none"> <li>• Course/conference start requires leaving home before 7am</li> <li>• Not on College premises</li> </ul>	<ul style="list-style-type: none"> <li>• £7</li> </ul>	✓

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Lunch	<ul style="list-style-type: none"><li>• Not included in course/conference fees</li><li>• No alcoholic drinks – soft drinks permitted</li><li>• Not on College premises</li></ul>	<ul style="list-style-type: none"><li>• £9</li></ul>	✓
Dinner	<ul style="list-style-type: none"><li>• Overnight stays on college business/INSET</li><li>• Evening work away from college after 7pm</li><li>• No alcoholic drinks – soft drinks permitted</li></ul>	<ul style="list-style-type: none"><li>• £20</li><li>• £15</li></ul>	✓
Hospitality	<ul style="list-style-type: none"><li>• 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</li><li>• No alcoholic drinks – soft drinks permitted</li></ul>	<ul style="list-style-type: none"><li>• £7 max</li></ul>	✓

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