

Requirements for all expenses

- Required for college business
- Prior written approval as reasonable estimates under the appropriate budget before incurred e.g. 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: • 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 https://www.gov.uk/health-conditions-and-driving). A false declaration may result in action being taken under the disciplinary procedures. • Drivers should car share wherever possible	<table><tr><th>Business Miles</th><th>On first 50 miles</th><th>After 50 miles of total journey</th></tr><tr><td>Cars</td><td>55p</td><td>25p</td></tr><tr><td>Motorcycles</td><td>24p</td><td>N/A</td></tr><tr><td>Bicycles</td><td>20p</td><td>N/A</td></tr><tr><td>Passengers</td><td>5p</td><td>N/A</td></tr></table>			Business Miles	On first 50 miles	After 50 miles of total journey	Cars	55p	25p	Motorcycles	24p	N/A	Bicycles	20p	N/A	Passengers	5p	N/A	x
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Car parking					✓															
Congestion Charge, ULEZ & Toll Crossings	• 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.																			
Rail & bus fares		• Lower of second class or fare actually incurred • Book in advance to obtain cheaper fares where possible			✓															
Underground	• Include on train ticket	• Book in advance to obtain cheaper fares where possible			x															
Taxi	• Exceptional circumstances only • No cheaper feasible alternative e.g. public transport, car (feasible includes undue delay, heavy baggage carried) • Short journeys only				✓															
Foreign travel	• Staff - prior written approval from the Principal				✓															

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	- Principal - prior written approval from the Chair of governors - Chair of governors - prior written approval from the Governing Board		
	A written request including: - justification for the trip - consideration of other means (e.g. video conferencing) - assessment of comparative costs of different travel options - how the journey offers value for money		
Air travel	- Justified by comparative costs - Economy/equivalent unless alternative justification authorised by the Principal on grounds including: - length of journey - time of travel - airline fare structures on various routes	college element only e.g. where leave entitlement added, additional persons travelling not required for college business	✓
Accommodation	- Only to be claimed when an overnight stay is essential - Not included in course/conference fees - Book in advance for best rates	£95	✓
Breakfast	- Course/conference start requires leaving home before 7am - Not on College premises	£7	✓
Lunch	- Not included in course/conference fees - No alcoholic drinks – soft drinks permitted - Not on College premises	£9	✓
Dinner	- Overnight stays on college business/INSET - Evening work away from college after 7pm - No alcoholic drinks – soft drinks permitted	£20 £15	✓
Hospitality	- 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	£7 max	✓