

# drb Ignite Multi Academy Trust

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## Business Expenses Policy

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## 1. Purpose and Scope

The objective of this Policy is to set out the drb Ignite Multi Academy Trust rules relating to business expenses and to clarify which expenses can and cannot be reimbursed. The Policy is intended to provide claimants with the necessary guidance to help them prepare and submit valid expense reports and claims. The Policy applies to all drb Ignite Trust staff, members and trustees.

## 2. Expectations

- 2.1 Claimants must ensure expenses are economical, efficient and effective to avoid the Trust incurring unnecessary expenses.
- 2.2 Expenses are subject to regular internal and external audit. Therefore, compliance with the rules is essential. Failure to do so may result in reimbursement being delayed or even declined.
- 2.3 The Trust considers submitting false claims as a serious offence and a breach of ethical standards.
- 2.4 Expenses must be submitted within 4 weeks of being incurred, though individuals are encouraged to submit them as soon as possible.
- 2.5 Expenses should be checked against this Policy and all supporting documents, typically a receipt that identifies the expense and proves payment, should be provided.
- 2.6 Claimants should properly document the business purpose of each expense. For instance, *travel to XYZ to attend meeting ABC.*
- 2.7 The Finance Team will pay claims within 2 weeks of receipt of an expense claim, if everything is in order.

## 3. Travel related expenses

- 3.1 Travel should be by the most economical means of transport possible.
- 3.2 The Trust's mileage allowance rate is .45p per mile for the first 10,000 miles and 25p thereafter. Mileage should reflect the actual mileage driven using the most direct route.
- 3.3 Details of the journey, including reason for the journey, date, starting point and destination, should be added to the claim.

3.4 It is the responsibility of the claimant to use a vehicle that is roadworthy and sufficiently insured.

3.5 The Trust will reimburse parking expenses when a supporting receipt is submitted, however, parking fines or other fines will not be reimbursed.

#### 4. Accommodation

4.1 When travelling, it is expected that the claimant should arrange accommodation in a reasonable quality hotel. A 3 to 4-star hotel is considered reasonable.

4.2 Items such as alcoholic mini-bar drinks, private telephone calls or movie hire will not be reimbursed.

4.3 Claimants may claim internet costs when in hotels if it is necessary for work.

#### 5: Food and entertainment

5.1 Claimants are entitled to claim the cost of meals taken while on a Trust business trip.

5.2 The Trust will not reimburse the cost of alcoholic drinks.

#### 6: Reviewing the Policy

<b>Monitoring and review</b>	Trust Finance Committee Trust Board
<b>Links</b>	Staff and Trustees Codes of Conduct
<b>Staff responsible</b>	CEO CFO
<b>Committee responsible</b>	Trust Finance Committee Trust Board
<b>Date approved</b>	February 2020
<b>Review date*</b>	February 2022
<b>Sign Off Trust Chair</b>	 Date: February 2020

\*Please note that should there be any changes/further national guidance issued relevant to this Policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

## 7: Change History

Issue No.:	Change date:	Change description:
1.0	12/9/18	Initial release
2.0	6/9/18	New branding, new header/footer, contents list, change history chart
3.0	Nov'18	Updated, and signed off for release
4.0	Feb'20	Review and sign off