



Extend Learning
Academies Network

Guidance for Making Expense Claim

Version:	5.0	
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Reviewed by:	ELAN Finance & General Purposes Committee	Date: 28/04/2025
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Adopted by Academies:	Banwell Primary School Bournville Primary School Locking Primary School Mead Vale Primary School Mendip Green Primary School Milton Park Primary School Oldmixon Primary School Walliscote Primary School Windwhistle Primary School	
Review:	2 years	
Next Review Due By:	April 2027	

Document Control

Document Information

	Information
Document Name	Guidance for making expense claim
Document Author	Finance
Document Approval	CFO / Finance, General Purposes, Audit & Risk Committee
Document Status	Version 5.0
Publication Date	April 2025
Review Date	April 2027
Distribution	Website /General

Version Control

Version	Issue Date	Amended by	Comments
1.0	6/3/18		Board approved
2.0	20/05/19	LW	Minor changes to format
3.0	July 2021	CFO	Annual review – no changes actioned
4.0	Mar 2023	CFO/HR	Addition of set inter site trust mileage rates, removal of being able to claim for alcohol in line with ATH.
5.0	April 2025	CFO	Annual review – no changes actioned

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Guidance Notes for Claiming Reimbursement of Expenses Incurred

1. Employee Guidance

- Expenses should broadly be agreed with the budget holder in advance of being incurred.
- All claims must be supported with itemised receipts clearly showing the details and be on the current form. (Please note that forms which are incomplete, illegible, do not have receipts attached or are not on the current form will be returned to the claimant, which may delay payment). The exception to this is out of pocket expenses as below.
- Claims should be submitted **within two months** of the expense being incurred unless circumstances are exceptional e.g. long term sick leave.
- All payments will be made to the same bank account as the employee's salary payments
- The forms must be signed by the claimant and the relevant budget holder. No claimant can authorise his or her own claim for reimbursement, nor can a subordinate.
- Receipts in the form of credit/debit card confirmation slips are not permitted, all receipts must be legible, itemised and original. In exceptional circumstances, where itemised receipts are not available, debit or credit card receipts/statements will be allowed if the place of purchase and a brief description of goods/services are shown. In these circumstances, reimbursement may be through payroll with tax deducted.
- Every effort should be made to obtain value for money when purchasing goods and services on ELAN's behalf.
- Please note that your personal belongings are your own responsibility and are not covered under ELAN insurance. The safekeeping of personal effects is the responsibility of each individual concerned.

2. UK Travel & Subsistence

2.1 Mileage Rates

Where claimants use their own private car on ELAN business, reimbursement at the appropriate rate is to be based on the extra mileage travelled on ELAN business. The following mileage rates will apply:

Employees

Cars and Vans (NOT HIRE CARS)

- | | |
|--|--------------------|
| • First 10,000 miles per tax year (6th April to 5th April) | 45p Pence Per mile |
| • Any additional miles | 25p Pence Per mile |

These rates are within the limits set by HMRC, but are not intended to directly reflect those limits.

- Claimants should keep a clear record of mileage travelled in the period 1 April to 31 March each year as claims received without this information will be returned.
- Travel by car should specify the number of miles travelled, the starting point of the journey, the destination and the return point of the journey.
- Please note that claims for travel to and from your home and place of work is not permitted.

Mileage in addition to the usual home to work commute may be claimed. This includes the extra miles driven to get to a business destination other than the normal place of work, or additional journeys between business destinations.

- The miles should be checked against Google Maps for reasonableness. Miles travelled can be rounded to the nearest whole mile.
- Receipts for fuel purchased in lieu of a mileage claim are not permitted, except when a hire car is used.

- If your journey exceeds 225 miles, please calculate the cost of using a hire car as a cost effective alternative to your own car.
- Please note that it is the responsibility of the employee to ensure that the vehicle used for ELAN business is suitably maintained and that the relevant documentation is both current and valid. All claimants must ensure that they have 'business use' cover on their personal car insurance policies before undertaking travel in their own vehicles on behalf of ELAN. If an accident occurs which causes injury to a third party whilst your car is being used on ELAN business and you have not declared such use to your insurers, this may void the claim and you would be personally liable for all damages and costs arising.

2.2 Public Transport

- Travel by public transport should be taken at standard class unless specifically authorised by a member of the ELAN Executive.

2.3 Train Travel

- Train tickets should be bought at standard class and booked in advance, wherever possible, as significantly lower fares can be achieved by advance booking. If an individual would prefer to travel first class they may reclaim the cost of a standard class fare. The claim must be accompanied by clear evidence of the standard class fare for the exact journey taken.

2.4 Prepaid Travel Cards

- Prepaid travel cards, such as the Oyster card, are not to be used. ELAN will not reimburse users for journeys paid for in this way.

2.5 Parking

- Claims for car parking for business purposes at an external location are allowed with a valid receipt.

2.6 Taxis

- The use of taxis for journeys in excess of 25 miles will not be considered unless there are exceptional circumstances i.e. unexpected delays in planned public transport arrangements e.g. trains cancelled or flights delayed, or where it can be shown to be a cheaper alternative than using public transport, e.g. more than one claimant making the same journey.
- Full details of start/end points of journey and purpose must be stated clearly on the claim form.

2.7 Inter Site Travel

- During term time, where staff are required to travel between academies, mileage allowance claims will be accepted based on the set mileage rates below:

	CEN	BAN	BPS	LPS	MGP	MPP	MVP	OPS	WAL	WWP
CEN		2	3		4	4	4	3	5	4
BAN	2		5	2	4	5	5	4	6	5
BPS	3	5		3	3	2	3	1	2	1
LPS		2	3		4	3	4	3	4	4
MGP	4	4	3	4		1	1	3	3	3
MPP	4	5	2	3	1		1	3	2	3
MVP	4	5	3	4	1	1		3	3	3
OPS	3	4	1	3	3	3	3		2	2
WAL	5	6	2	4	3	2	2	2		2
WWP	4	5	1	4	3	3	3	2	2	

2.8 Overnight Stays

- All overnight stays should be taken in a standard room for single occupancy, where possible, and all efforts should be made to get best value for ELAN
- Accommodation will be reimbursed on receipt of an itemised bill.

2.9 Subsistence

- Subsistence expenses are only payable when a member of staff is at least 10 miles from their normal place of work for at least 8 hours.
- The Academy Trust Handbook does not permit for the reimbursement of alcohol in any circumstances.
- Please note that any gratuities paid for restaurant service will be reimbursed through payroll with tax deducted unless the bill clearly states that the service charge is compulsory.

2.10 Entertaining

- Claims for reimbursement of meals must clearly show the names of the guests and the purpose of the meeting/gathering.
- The Academy Trust Handbook does not permit for the reimbursement of alcohol in any circumstances.
- Please note that any gratuities paid for restaurant service will be reimbursed through payroll with tax deducted unless the bill clearly states that the service charge is compulsory.