



Expenses and benefits policy

September 2018

Office use

Published: Updated September 2018	Next review: September 2019	Statutory/non: Non-statutory	Lead: Gary Corban, Chief Operating Officer (COO)
Associated documents:			
N/A			
Links to:			
N/A			

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1 General introduction

1.1 As a guiding principle Diverse Academies Learning Partnership would not want any Trust employee to be subsidising his/her own employment by having to pay additional expenses to enable him/her to fulfil his/her employment requirements. This policy sets the rates and means by which such expenses should be paid to all employees (except where otherwise specified).

1.2 Because payments under this scheme will vary according to the claims submitted which in turn is dependent on the different projects/assignments a member of staff is asked to undertake, amounts paid will be variable and cannot be regarded as part of an employees consolidated pay. Normal tax arrangements as determined by HMRC shall apply and the Trust shall adhere to these arrangements

1.3 This policy relates to all employees and, where applicable, Board and Local Academy Governors travelling on official Trust business.

1.4 The Trust will reimburse all reasonable expenses incurred wholly, exclusively and necessarily for business purposes. Consideration should be given to whether travel is necessary or whether the business need could be met some other way.

1.5 All employees are responsible for ensuring that they achieve the best value for money for the Trust when booking or claiming any expenses. The rates quoted in this policy are maximum rates and where cheaper rates are available then these should be taken in all cases.

1.6 This policy will be the responsibility of the Chief Executive Officer (CEO) who in turn will delegate its application to the COO, and Executive Leaders.

1.7 This policy includes the requirements of the Academies Financial Handbook, HMRC requirements and elements of best financial practice procedures. It will be subject review by the DALP Board and will be updated following each review.

2. Process for making a claim

2.1 Valid VAT receipts must support all claims. Credit card receipts are not acceptable.

2.2 Claims must be made within 3 month of the end of the month that expense is incurred but should normally be made monthly. Claims will only be accepted on the DALP Expenses/Mileage Claim Form at Appendix 4 (available electronically from Finance teams).

2.3 Claims for periods more than 3 months in arrears will not be paid without the approval of the Chief Operating Officer. The Chief Operating Officer reserves the right to refuse any claims from staff who have previously submitted claims outside the 3-month limit.

2.4 Incomplete, incorrect or claims that do not comply with this policy will be returned to the claimant. An explanation as to why it cannot be processed will be included.

3. Definitions

3.1 Ordinary commuting is defined as travel between the employee's home and a permanent workplace.

3.2 Private travel is defined as travel between two places neither of which is a workplace (for example multiple homes of one employee).

3.3 An employee's permanent workplace is a place which the employee attends in the performance of the duties of the employment and is not a temporary workplace.

3.4 An employee's temporary workplace is a place which the employee attends in the performance of the duties of the employment either:

- For the purpose of performing a task of limited duration, or
- For some other temporary purpose.

A workplace cannot be temporary if it is attended as part of a period of continuous work at that workplace which lasts for more than 24 months or if it is attended for the entire period of the employment. If the period of attendance at the workplace is for more than 24 months, HMRC will also have regard to the proportion of time spent working at that workplace and if this is more than 40% of the employee's working time, the workplace will generally not be treated as temporary.

In broad terms, the HMRC definitions of permanent and temporary work places assume that no more than 40% of an individual's time is spent at another school. Should this threshold be breached the permanent place of work may change. HMRC will look at a number of factors and the position would need to be considered on an individual basis. It is a requirement that individuals who are involved at various schools monitor their days spent at each site and regularly check that the 40% threshold is not breached.

3.5 An employee will only have one permanent workplace. In general, an employee's permanent work place will be obvious: it will be their relevant academy base. For staff working across Academies, HMRC's assessment of the permanent base will depend on a number of factors including the proportion of time spent at each school, an employee's "main office" and the employee's administrative base. The assessment for these individuals will be carried out by the relevant Executive Leader or by the Board in the case of the Chief Executive Officer based on HMRC guidance.

3.6 Individuals who are involved at multiple Academies should monitor their days at each site. If there is any uncertainty as to an employee's permanent base they should seek confirmation from the relevant Executive Leader.

3.7 Should an employee's permanent workplace be changed by the employer (DALP) part way through their contract of employment, then the employee will be entitled to claim travel and subsistence based on their previous permanent workplace for a period of 1 year from the date of the change of their workplace.

4. Travel expenses

4.1 For tax and National Insurance (NIC) purposes, employees are entitled to relief for the full cost of expenses they are obliged to incur in travelling in the performance of their duties or travelling to or from a place they have to attend in the performance of their duties as long as the journey is not ordinary commuting or private travel (see definitions above).

Travel expenses will be processed in accordance with this principle.

4.2 CPD/ Training Travel - Employees will be able to claim for the following, on a case-by-case basis and with the prior approval from the relevant senior leader, (Operational Lead, Principles, EL's SEL's, CEO and COO.) -

- The cost of travel relating only to travel to mandatory training courses at the current mileage rate.
- Travel and subsistence costs associated with attending training events booked by the Trust, unless these costs can be claimed from another source. This excludes travel to optional training courses for personal development such as apprenticeships.

4.3 Rail travel – all rail travel should be approved via the Academy's Finance Department where possible. Claims for rail travel via expenses will only be permitted in exceptional circumstances. Staff travelling by rail on behalf of the Trust should travel using standard class fares. Should staff wish to pay to upgrade then reimbursement will only be given for the standard class charge.

4.4 Foreign and air travel – prior to making arrangements for foreign travel, for conferences etc., a foreign travel business case should be authorised by the DALP Board. All foreign travel and air fares must be booked via the Academy's Finance Department.

4.5 Public transport – travel will be paid for all journeys made at standard class public transport rates. In all cases these will only be paid on the production of a ticket or receipt.

4.6 Use of taxis – in certain cases, (usually in combination with travel by public transport) a taxi may be used. Such journeys should be kept to a minimum and in each case the practicalities of a public transport option should always be considered before opting for a taxi. When a taxi is used the claim must be supported by an original receipt.

4.7 Staff cannot claim travel expenses if they have not incurred a cost to themselves.

4.8 Motor cars (where staff are using their own car) and Essential Car User Allowance

Mileage will be reimbursed at the appropriate rate if a private car or a Trust's car is used on Trust business and the following conditions apply:

- you have adequate insurance for business use,
- the car is properly maintained with a valid MOT certificate, and
- you hold a valid driving licence.

Misuse of this policy will be may be treated as a disciplinary offence.

The mileage rates will be as determined by the DALP Board from time to time. The current mileage rates (being in line with HMRC's approved rates) are set out below:

Cars and vans: on the first 10,000 miles in the tax year on each additional mile above this	45p per mile 25p per mile
Motorcycles	24p per mile
Bicycles	20p per mile

Please refer to appendix 1 for details of specific journeys which can be claimed.

To avoid confusion on the application of the above provision staff should claim mileage using the following examples:

1. Home to permanent base and return journey – not claimable.
2. Home to permanent base (not claimable) to temporary base (claimable) to permanent base (claimable) to home (not claimable).

3. Home to permanent base (not claimable) to temporary base to home (claimable) NB only claimable for the shorter journey between, home to the temporary base and home to the permanent base.
4. Home to permanent base (not claimable) to temporary base 1 (claimable) to temporary Base 2 to home (claimable) NB only claimable for the shorter journey between, home to the temporary base and home to the permanent base.
5. Home to temporary base (claimable) and return journey NB. only claimable for the shorter journey between, home and the temporary base and home and the permanent base.

The Trust will publish a list of 'standard journey distances' to be used when making claims for mileage this will be calculated using 'AA Route Finder' from postcode to postcode. Any new journeys not on this list will also be calculated in the same way. All mileage claims will be scrutinised and will be reduced where they exceed this rule.

In all cases travel shall be paid at the relevant 'casual' user rate (calculated according to mileage done) adopted by the Trust.

5. Staff with no fixed base

5.1 For those staff who do not have an obvious fixed base the Executive Leader or COO will designate the nearest Academy to their home as being their fixed base for purposes of claiming travel expenses in accordance with this policy.

5.2 A copy of the list of staff so designated shall be maintained by the COO for DALP Board/Audit Scrutiny

6. Essential / casual car user

6.1 In accordance with the terms and conditions of employment, anyone designated an essential car user is entitled to receive a lump sum allowance towards the cost of mileage and maintaining their vehicle in recompense for business use.

6.2 An 'essential car user' (ECU) is anyone whose duties are of such a nature that it is essential for them to have a motor car at their disposal 'whenever required' by the Trust.

6.3 Anyone who is not designated an ECU but for whom it is desirable that a car should be available when required is a casual car user (CCU). Casual car users are entitled to a higher mileage rate in recompense for business mileage but do not receive a lump sum allowance.

6.4 It is for the relevant Executive Leader to determine whether the car user is casual or essential.

The current rates are as follows:

Essential cars

- Lump sum per annum £3,000
- per mile after 8,500 14.4p

Casual cars

- per mile first 8,500 45p
- per mile after 8,500 14.4p

6.5 The ECU option is normally only agreed when other travel and/or service delivery options have been considered and the post reviewed for approval of the appropriate rate.

6.6 A record will be kept on the decision made for these allowances will be kept on record for audit purposes.

7. Lease car scheme

7.1 Should an employee be provided with a lease car by the Trust, this will be subject to a detailed Car Lease Policy. This policy will determine employee's eligibility and how expenses relating to costs incurred through travel will be claimed.

8. Hotel and subsistence expenses

8.1 Bills for accommodation and cost of meals (excluding alcoholic drinks and service charges) will be met by DALP in accordance with the rates set out below. However personal items, including personal telephone costs, will not be paid by DALP. You are reminded that the accuracy of bills for hotel and related costs is your responsibility.

8.2 The rates are set out below:

- **Breakfast** – maximum Claim £5.00 (employees must leave home before 7.00am). This is where breakfast is not claimed as part of an overnight stay. Where it is part of an overnight stay then it should be claimed within the inclusive bed and breakfast rate below.
- **Lunch** – maximum Claim £10.00 (employees must be working away from their authorised base between 11.30 and 1.45pm and no meal is available). No claim for alcohol is permitted.
- **Dinner** – maximum Claim £20 (Employees must be required to be away from home until 8.30pm). No claim for alcohol is permitted.

- **Bed and breakfast –**

Up to £100 per night (including VAT) outside London

Up to £145 per night (including VAT) in outer London

Up to £190 per night (including VAT) in inner London

No claim for alcohol is permitted.

8.3 In all claims for items above, staff are required to provide original receipts of costs incurred (not credit/debit card slips).

8.4 The Trust will not reimburse items of a personal nature, such as alcohol, mini-bar drinks, newspapers, phone calls, room service charges, video hire or laundry.

8.5 NB Where an employee is asked to deliver or work on behalf of another organisation and this includes overnight accommodation, then the Board expectation is that all accommodation arrangements and bookings, including payment, will be made by that organisation.

9. Parking costs

9.1 Parking costs incurred in the course of business travel may be claimed as actual cost incurred on the production of a ticket or valid receipt.

10. Parking fines and motor offences

10.1 Staff will be responsible for the payment of all fines/penalties arising from parking or other motor offences e.g. speeding fines. There will be no exception to this rule.

11. Mobile phones

11.1 Certain staff as determined by the Executive Leader will be provided with a mobile phone to enable them to carry out their duties. There will be no charge to staff for this facility, such phones can be used privately but not be used for purposes that would bring the Trust into disrepute. In these circumstances the employer will provide the employee either a) with only one mobile or SIM card OR a mobile phone through the DALP Mobile phone contract. As an alternative, staff who require mobile phones to carry out their duties and wish that to be their personal mobile will be able to claim £20 per month towards the cost of this which can be organised through the payroll system.

11.2 There is no charge to the individual employee for the use of such phones with the exception of foreign calls which will be paid for by the employee unless authorised by the Executive Leader. Employees will, of course, be responsible for the payment of any additional costs incurred e.g. iTunes, mobile applications etc unless specifically authorised, in writing, by the Executive Leader.

11.3 Private use of company mobile phones will be monitored by the IT and Finance Teams via itemised telephone bills and where it is deemed excessive it will be challenged. Such phones are the property of the Trust and will be retrieved should the employee's contract end.

11.4 A copy of the list of staff receiving mobile phones shall be maintained by the COO for DALP Board/Audit Scrutiny.

12. Technical equipment

12.1 Technical Equipment other than mobile phones e.g. portable computers, iPads etc. may be issued to staff by the Executive Leader in consultation with the appropriate Operational Leader to support them with their duties and responsibilities.

12.2 Such equipment is the property of the Trust and will be retrieved should the employee's contract end.

12.3 Such equipment can be used privately in accordance with the Trusts procedures but no additional payments shall be made for home installation/broadband etc. which should be at the employee's own expense.

12.4 A copy of the list of staff receiving technical equipment shall be maintained by the ICT Department.

13. Approval process

13.1 All original receipts should be attached to the expenses claim. A date and detailed description must be provided which is sufficient to establish the nature of the costs and the purpose for which they were incurred. Descriptions like 'taxi' or 'meal' or 'dinner' are not sufficient. Insufficient description may lead to rejection or delay in settlement of the claim. You should keep a copy of submitted claims, including receipts.

13.2 As a general rule all claim forms should be countersigned by the claimant's line manager as detailed below. Where a line manager is not available claims should be countersigned by a senior or executive leader within the following hierarchy or the COO if this is not possible or practical:

- Chair of the DALP Board for any Board Director/Trustee and Chief Executive Officer
- Chief Executive Officer for COO, , Executive Principals/Directors/Staff who are directly managed by the CEO
- Executive Principals for Principals/Academy Directors/Staff who are directly managed
- Principals/Academy Directors for all SLT members/all staff
- Designated SLT and Operational Leaders for Heads of Department/ Departmental Staff
- Heads of Departments for their Departmental team

- Direct Line managers for support service staff

(SLT – Senior Leadership Team as defined by the Executive Principal/Principal at each academy)

13.3 No individual may be responsible for approving expenses which they are claiming or for the expenses claimed by a partner or family member.

13.4 A senior member of staff may NOT effectively sign their own expenses by asking a more junior member to pay the costs and then they authorise.

14. Other matters

14.1 Payments of all staff expenses should be processed through the payroll system.

14.2 Trustees/Governors may be reimbursed for reasonable out of pocket travel, accommodation or other expenses as outlined in the Governors allowances policy.

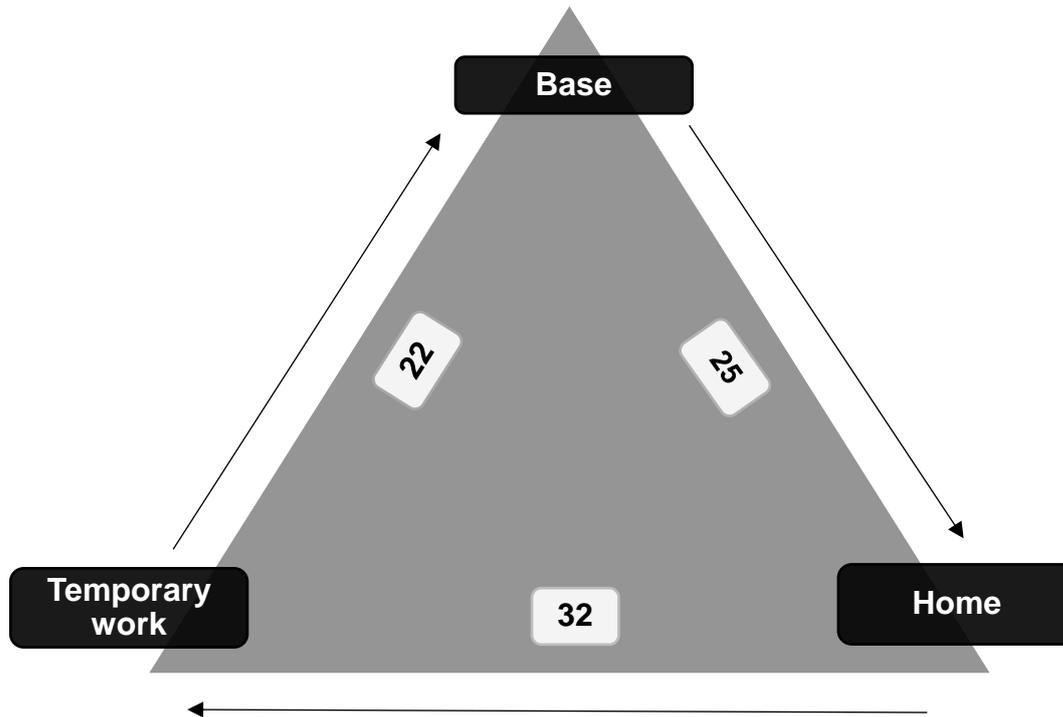
14.3 Any issues or exceptional circumstances relating to expenses or subsistence, not covered by this policy, must be considered and determined by the Executive Leader, CEO, , or COO.

Appendix 1: Use of own motor vehicle mileage claim example

The following diagram illustrates the mileage that can be claimed when travelling to a place other than the normal place of work. The employee can only claim the lesser of:

- The actual journey between home and the temporary place of work; and
- A journey between the normal place of work and the temporary place of work.

Example



An employee usually commutes by car from home to their normal place of work, a daily trip of 25 miles.

On a particular day, the employee instead drives 32 miles from home to a temporary place of work and then their base, a trip of 54 miles.

The distance between base and temporary place of work is 22 miles.

- Actual journey between home and temporary place of work and base = 54 miles
- Normal journey to work is 25 miles

Therefore, employee can claim $54 - 25 = 29$ miles

Appendix 2: Approved mileage distances to be used in travel expense claim calculations

Mileage updated taken from AA route planner/google maps – September 2018

Bracken Lane Primary Academy (DN22 7EU) to:

East Leake (LE12 6QN)	45
Everyday Champions Centre (NG24 2AG)	19
Holgate (NG15 6PX)	28
Hucknall Sixth Form Centre (NG15 7UA)	27
Kelham Hall (NG23 5QX)	19
National C of E (NG15 7DB)	27
Queen Elizabeth's (NG19 7AP)	20
Redgate (NG19 6EL)	21
Retford Oaks (DN22 7NJ)	2
Retford Post 16 Centre (DN22 7EA)	2
Samuel Barlow Primary (NG21 9DF)	16
Thrumpton Primary (DN22 7AF)	0
Tuxford (NG22 0JH)	7
Tuxford Primary (NG22 0NA)	7
Wainwright Primary (NG19 6TF)	20
Walton Girls' High School (NG31 7JR)	34
Yeoman Park (NG19 8PS)	19

East Leake (LE12 6QN) to:

Bracken Lane Primary (DN22 7EU)	45
Everyday Champions Centre (NG24 2AG)	30
Holgate (NG15 6PX)	19
Hucknall Sixth Form Centre (NG15 7UA)	18
Kelham Hall (NG23 5QX)	29
National C of E (NG15 7DB)	20
Queen Elizabeth's (NG19 7AP)	28
Redgate (NG19 6EL)	33
Retford Oaks (DN22 7NJ)	46
Retford Post 16 Centre (DN22 7EA)	46
Samuel Barlow Primary (NG21 9DF)	37
Thrumpton Primary (DN22 7AF)	45
Tuxford (NG22 0JH) (via Widmerpool)	39
Tuxford Primary (NG22 0NA)	39
Wainwright Primary (NG19 6TF)	33
Walton Girls' High School (NG31 7JR)	27
Yeoman Park (NG19 8PS)	34

Holgate Academy (NG15 6PX) to:

Bracken Lane Primary (DN22 7EU)	28
Everyday Champions Centre (NG24 2AG)	27
East Leake (LE12 6QN)	18
Hucknall Sixth Form Centre (NG15 7UA)	2
Kelham Hall (NG23 5QX)	22
National C of E (NG15 7DB)	2

Queen Elizabeth's (NG19 7AP)	11
Redgate (NG19 6EL)	10
Retford Oaks (DN22 7NJ)	28
Retford Post 16 Centre (DN22 7EA)	29
Samuel Barlow Primary (NG21 9DF)	13
Thrumpton Primary (DN22 7AF)	28
Tuxford (NG22 0JH)	25
Tuxford Primary (NG22 0NA)	25
Wainwright Primary (NG19 6TF)	10
Walton Girls' High School (NG31 7JR)	34
Yeoman Park (NG19 8PS)	12

Hucknall Sixth Form Centre (NG15 7UA) to:

Bracken Lane Primary (DN22 7EU)	28
Everyday Champions Centre (NG24 2AG)	26
East Leake (LE12 6QN)	17
Holgate (NG15 6PX)	3
Kelham Hall (NG23 5QX)	21
National C of E (NG15 7DB)	0
Queen Elizabeth's (NG19 7AP)	9
Redgate (NG19 6EL)	10
Retford Oaks (DN22 7NJ)	27
Retford Post 16 Centre (DN22 7EA)	27
Samuel Barlow Primary (NG21 9DF)	12
Thrumpton Primary (DN22 7AF)	27
Tuxford (NG22 0JH)	24
Tuxford Primary (NG22 0NA)	23
Wainwright Primary (NG19 6TF)	10
Walton Girls' High School (NG31 7JR)	32
Yeoman Park (NG19 8PS)	12

Kelham Hall (NG23 5QX) to:

Bracken Lane Primary (DN22 7EU)	19
East Leake (LE12 6QN)	29
Everyday Champions Centre (NG24 2AG)	5
Holgate (NG15 6PX)	22
Hucknall Sixth Form Centre (NG15 7UA)	22
National C of E (NG15 7DB)	21
Queen Elizabeth's (NG19 7AP)	18
Redgate (NG19 6EL)	20
Retford Oaks (DN22 7NJ)	20
Retford Post 16 Centre (DN22 7EA)	20
Samuel Barlow Primary (NG21 9DF)	17
Thrumpton Primary (DN22 7AF)	19
Tuxford (NG22 0JH)	13
Tuxford Primary (NG22 0NA)	12
Wainwright Primary (NG19 6TF)	18
Walton Girls' High School (NG31 7JR)	21
Yeoman Park (NG19 8PS)	20

National Church of England Academy (NG15 7DB) to:

Bracken Lane Primary (DN22 7EU)	27
East Leake (LE12 6QN)	28
Everyday Champions Centre (NG24 2AG)	25
Holgate (NG15 6PX)	2
Hucknall Sixth Form Centre (NG15 7UA)	1
Kelham Hall (NG23 5QX)	21
Queen Elizabeth's (NG19 7AP)	10
Redgate (NG19 6EL)	9
Retford Oaks (DN22 7NJ)	27
Retford Post 16 Centre (DN22 7EA)	27
Samuel Barlow Primary (NG21 9DF)	12
Thrumpton Primary (DN22 7AF)	27
Tuxford (NG22 0JH)	24
Tuxford Primary (NG22 0NA)	23
Wainwright Primary (NG19 6TF)	9
Walton Girls' High School (NG31 7JR)	33
Yeoman Park (NG19 8PS)	11

Queen Elizabeth's Academy (NG19 7AP) to:

Bracken Lane Primary (DN22 7EU)	20
East Leake (LE12 6QN)	33
Everyday Champions Centre (NG24 2AG)	22
Holgate (NG15 6PX)	10
Hucknall Sixth Form Centre (NG15 7UA)	9
Kelham Hall (NG23 5QX)	18
National C of E (NG15 7DB)	9
Redgate (NG19 6EL)	1
Retford Oaks (DN22 7NJ)	20
Retford Post 16 Centre (DN22 7EA)	20
Samuel Barlow Primary (NG21 9DF)	5
Thrumpton Primary (DN22 7AF)	20
Tuxford (NG22 0JH)	17
Tuxford Primary (NG22 0NA)	16
Wainwright Primary (NG19 6TF)	1
Walton Girls' High School (NG31 7JR)	38
Yeoman Park (NG19 8PS)	2

Redgate Academy (NG19 6EL) to:

Bracken Lane Primary (DN22 7EU)	21
East Leake (LE12 6QN)	33
Everyday Champions Centre (NG24 2AG)	23
Holgate (NG15 6PX)	10
Hucknall Sixth Form Centre (NG15 7UA)	10
Kelham Hall (NG23 5QX)	18
National C of E (NG15 7DB)	9
Queen Elizabeth's (NG19 7AP)	1
Retford Oaks (DN22 7NJ)	20
Retford Post 16 Centre (DN22 7EA)	21
Samuel Barlow Primary (NG21 9DF)	5
Thrumpton Primary (DN22 7AF)	21

Tuxford (NG22 0JH)	17
Tuxford Primary (NG22 0NA)	17
Wainwright Primary (NG19 6TF)	0
Walton Girls' High School (NG31 7JR)	40
Yeoman Park (NG19 8PS)	3

Retford Oaks Academy (DN22 7NJ) to:

Bracken Lane Primary (DN22 7EU)	2
East Leake (LE12 6QN)	46
Everyday Champions Centre (NG24 2AG)	21
Holgate (NG15 6PX)	28
Hucknall Sixth Form Centre (NG15 7UA)	27
Kelham Hall (NG23 5QX)	20
National C of E (NG15 7DB)	27
Redgate (NG19 6EL)	20
Retford Post 16 Centre (DN22 7EA)	0
Queen Elizabeth's (NG19 7AP)	20
Rufford Golf Club (NG22 9DG)	12
Samuel Barlow Primary (NG21 9DF)	16
Thrumpton Primary (DN22 7AF)	2
Tuxford (NG22 0JH)	8
Tuxford Primary (NG22 0NA)	8
Wainwright Primary (NG19 6TF)	20
Walton Girls' High School (NG31 7JR)	37
Yeoman Park (NG19 8PS)	18

Retford Post 16 Centre (DN22 7EA) to:

Bracken Lane Primary (DN22 7EU)	2
East Leake (LE12 6QN)	46
Everyday Champions Centre (NG24 2AG)	21
Holgate (NG15 6PX)	29
Hucknall Sixth Form Centre (NG15 7UA)	27
Kelham Hall (NG23 5QX)	20
National C of E (NG15 7DB)	27
Queen Elizabeth's (NG19 7AP)	20
Redgate (NG19 6EL)	21
Retford Oaks (DN22 7NJ)	0
Samuel Barlow Primary (NG21 9DF)	17
Thrumpton Primary (DN22 7AF)	2
Tuxford (NG22 0JH)	8
Tuxford Primary (NG22 0NA)	8
Wainwright Primary (NG19 6TF)	21
Walton Girls' High School (NG31 7JR)	36
Yeoman Park (NG19 8PS)	19

Samuel Barlow Primary Academy (NG21 9DF) to:

Bracken Lane Primary (DN22 7EU)	16
East Leake (LE12 6QN)	38
Everyday Champions Centre (NG24 2AG)	21

Holgate (NG15 6PX)	13
Hucknall Sixth Form Centre (NG15 7UA)	12
Kelham Hall (NG23 5QX)	17
National C of E (NG15 7DB)	12
Queen Elizabeth's (NG19 7AP)	5
Redgate (NG19 6EL)	5
Retford Oaks (DN22 7NJ)	16
Retford Post 16 Centre (DN22 7EA)	17
Thrumpton Primary (DN22 7AF)	16
Tuxford (NG22 0JH) (via Widmerpool)	13
Tuxford Primary (NG22 0NA)	12
Wainwright Primary (NG19 6TF)	5
Walton Girls' High School (NG31 7JR)	37
Yeoman Park (NG19 8PS)	4

Thrumpton Primary Academy (DN22 7AF) to:

Bracken Lane Primary (DN22 7EU)	0
East Leake (LE12 6QN)	45
Everyday Champions Centre (NG24 2AG)	19
Holgate (NG15 6PX)	28
Hucknall Sixth Form Centre (NG15 7UA)	27
Kelham Hall (NG23 5QX)	19
National C of E (NG15 7DB)	27
Queen Elizabeth's (NG19 7AP)	20
Redgate (NG19 6EL)	20
Retford Oaks (DN22 7NJ)	2
Retford Post 16 Centre (DN22 7EA)	2
Samuel Barlow Primary (NG21 9DF)	16
Tuxford (NG22 0JH)	7
Tuxford Primary (NG22 0NA)	7
Wainwright Primary (NG19 6TF)	20
Walton Girls' High School (NG31 7JR)	35
Yeoman Park (NG19 8PS)	18

Tuxford Academy (NG22 0JH) to:

Bracken Lane Primary (DN22 7EU)	7
East Leake (LE12 6QN) (via Widmerpool)	39
Everyday Champions Centre (NG24 2AG)	13
Holgate (NG15 6PX)	25
Hucknall Sixth Form Centre (NG15 7UA)	24
Kelham Hall (NG23 5QX)	13
National C of E (NG15 7DB)	24
Queen Elizabeth's (NG19 7AP)	17
Redgate (NG19 6EL)	17
Retford Oaks (DN22 7NJ)	8
Retford Post 16 Centre (DN22 7EA)	8
Samuel Barlow Primary (NG21 9DF)	13
Thrumpton Primary (DN22 7AF)	7
Tuxford Primary (NG22 0NA)	1
Wainwright Primary (NG19 6TF)	17
Walton Girls' High School (NG31 7JR)	29
Yeoman Park (NG19 8PS)	15

Tuxford Primary Academy (NG22 0NA) to:

Bracken Lane Primary (DN22 7EU)	7
East Leake (LE12 6QN)	39
Everyday Champions Centre (NG24 2AG)	13
Holgate (NG15 6PX)	24
Hucknall Sixth Form Centre (NG15 7UA)	23
Kelham Hall (NG23 5QX)	12
National C of E (NG15 7DB)	23
Queen Elizabeth's (NG19 7AP)	16
Redgate (NG19 6EL)	17
Retford Oaks (DN22 7NJ)	8
Retford Post 16 Centre (DN22 7EA)	8
Samuel Barlow Primary (NG21 9DF)	12
Thrumpton Primary (DN22 7AF)	7
Tuxford (NG22 0JH)	1
Wainwright Primary (NG19 6TF)	16
Walton Girls' High School (NG31 7JR)	28
Yeoman Park (NG19 8PS)	15

Wainwright Primary Academy (NG19 6TF) to:

Bracken Lane Primary (DN22 7EU)	22
East Leake (LE12 6QN)	35
Everyday Champions Centre (NG24 2AG)	22
Holgate (NG15 6PX)	10
Hucknall Sixth Form Centre (NG15 7UA)	9
Kelham Hall (NG23 5QX)	18
National C of E (NG15 7DB)	9
Queen Elizabeth's (NG19 7AP)	1
Redgate (NG19 6EL)	0
Retford Oaks (DN22 7NJ)	20
Retford Post 16 Centre (DN22 7EA)	21
Samuel Barlow Primary (NG21 9DF)	5
Thrumpton Primary (DN22 7AF)	20
Tuxford (NG22 0JH)	17
Tuxford Primary (NG22 0NA)	16
Walton Girls' High School (NG31 7JR)	38
Yeoman Park (NG19 8PS)	3

Walton Girls' High School (NG31 7JR) to:

Bracken Lane Primary (DN22 7EU)	35
East Leake (LE12 6QN)	27
Everyday Champions Centre (NG24 2AG)	17
Holgate (NG15 6PX)	34
Hucknall Sixth Form Centre (NG15 7UA)	33
Kelham Hall (NG23 5QX)	21
National C of E (NG15 7DB)	33
Queen Elizabeth's (NG19 7AP)	38
Redgate (NG19 6EL)	40
Retford Oaks (DN22 7NJ)	35
Retford Post 16 Centre (DN22 7EA)	36
Samuel Barlow Primary (NG21 9DF)	37

Thrumpton Primary (DN22 7AF)	35
Tuxford (NG22 0JH)	29
Tuxford Primary (NG22 0NA)	28
Wainwright Primary (NG19 6TF)	38
Yeoman Park (NG19 8PS)	40

Yeoman Park Academy (NG19 8PS) to:

Bracken Lane Primary (DN22 7EU)	19
East Leake (LE12 6QN)	34
Everyday Champions Centre (NG24 2AG)	24
Holgate (NG15 6PX)	12
Hucknall Sixth Form Centre (NG15 7UA)	11
Kelham Hall (NG23 5QX)	19
National C of E (NG15 7DB)	10
Queen Elizabeth's (NG19 7AP)	2
Redgate (NG19 6EL)	3
Retford Oaks (DN22 7NJ)	18
Retford Post 16 Centre	19
Samuel Barlow Primary (NG21 9DF)	3
Thrumpton Primary (DN22 7AF)	18
Tuxford (NG22 0JH)	15
Tuxford Primary (NG22 0NA)	15
Wainwright Primary (NG19 6TF)	3
Walton Girls' High School (NG31 7JR)	40

Appendix 3: Definition of inner London, outer London, and the London fringe

For the purpose of expense claims for bed and breakfast, inner London and Outer London are defined below (definition as used for the determination of inner and outer London salary weightings within School Teachers' Pay and Conditions Document).

Inner London means the areas comprising the London Boroughs of:

- Barking and Dagenham
- Brent
- Camden
- City of London
- Ealing
- Greenwich
- Hackney
- Hammersmith and Fulham
- Haringey
- Islington
- Kensington and Chelsea
- Lambeth
- Lewisham
- Merton
- Newham
- Southwark
- Tower Hamlets
- Wandsworth and Westminster

Outer London means Greater London, excluding the Inner London areas.

Appendix 4: Expenses claim form

All expenses must be claimed via the Finance 'Expenses claim form'. The below is an illustration only. Request the claim form (excel spreadsheet format) from Finance; see tab 1 for instructions for completion and tab 2 for the form.

Diverse Academies Trust Expense Claim Form																																															
Process: 1 - Please forward your completed claim form to your line manager, to sign off the expense claim 2 - Line manager reviews the claim and approves the claim by signing this form 3 - Finance reviews the claim to check: (a) completeness, (b) accuracy, (c) all receipts have been provided, (d) approval. This form is then processed for payment.																																															
This section must be completed or the form will be rejected						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Name & Employee No:</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Line manager</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Date</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Period from & to</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">Home postcode</td> <td colspan="5" style="text-align: right;">Base:</td> </tr> </table>							Name & Employee No:							Line manager							Date							Period from & to							Home postcode		Base:				
Name & Employee No:																																															
Line manager																																															
Date																																															
Period from & to																																															
Home postcode		Base:																																													
Business miles bought forward		0		(Only include total mileage travelled since 6th Apr)																																											
Business miles this claim		0																																													
Business miles carried forward		0																																													
Home to base mileage (one way)		0		(Only relevant if travelling from home)																																											
No	Date	Description of Expense	Further Explanation	Expense Category/Type	Enter Academy that will process Expense Form	Nominal	Business Miles Travelled	Business Miles Cost £	Other Gross £	VAT?	VAT £	Net £																																			
EG	06/04/2017	Home to Tuxford Academy	Mileage for department meeting	Travel Mileage	Walton Girls High School	6015	25	11.25		Yes (Mileage Rate)	0.60	10.65																																			
1						0	0	0			0.00	0.00																																			
2						0	0	0			0.00	0.00																																			
3						0	0	0			0.00	0.00																																			
4						0	0	0			0.00	0.00																																			
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25						0	0	0			0.00	0.00																																			
						0	£0.00	£0.00			£0.00	£0.00																																			
						Total Claim £					£0.00																																				

FINANCE USE ONLY	
Nominate:	
Cost Center:	
Approved:	
Date Checked:	
PSF Ref:	

Signed (Claimant) _____	
Date _____	
Signed (Line Manager) _____	

