




Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	September 2022
Renewal period	2 Years
Review Date:	September 2024

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

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To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

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We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

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Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn.

2-1 In accordance with the EFA Academies Financial Handbook, trustees and local advisers may claim for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as trustees and local advisers of the Trust or school

Staff must also be aware that public relations and perceptions require that Bellevue Place Education Trust not only has a rigorous, effective and transparent Expenses policy (Staff) in place, but also that no misleading or unfortunate impression can be created in the application of the policy. Accordingly, the Independent Reviewer in conjunction with the external auditors will be requested to carry out periodic targeted reviews of the application of the policy.

3.1 \_\_\_\_\_ and staff of Bellevue Place Education Trust and its schools will be entitled to claim the actual costs they incur for the following:

- i. The cost of travel relating only to and

Any school staff claiming expenses ( ) need to be authorised by the Headteacher who should sign the claim form and approve as long as the receipts are attached. The school needs to inform the payroll provider to pay the staff.

Once submitted to payroll please scan the claim form with VAT receipts or invoice and forward to [finance@BPET.co.uk](mailto:finance@BPET.co.uk) to enable the correct posting of the entries. Originals should be filed at school and available for review by BPET or auditors

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These are then provided to the Finance Department who email the payroll provider to get them paid.

- The Central Team need their expense claim forms counter signed by the Chief Executive or their line manager.
- The Chair of the Trust Board will approve for the Chief Executive.
- Consultants will submit claims with their invoices and include scanned receipts. These will be emailed to the finance team and approved by the relevant Director.

This procedure gives segregation of duties and meets the auditor requirements.

5..1 :

Any parking, Road Traffic Act fines, congestion fines or penalties incurred are the personal responsibility of the member of staff and will not be reimbursed by BPET or the School.

Drivers will be reimbursed for Congestion and Toll Charges incurred subject to production of receipts, where available. Congestion Charges will only be reimbursed at the daily rate, so the driver must ensure that payment is made before the deadline. No tolls or congestion charges can be claimed for travel between home and work.

Drivers must ensure that their private vehicle is adequately insured for appropriate business use, as the driver is personally liable for any incident.

Drivers must ensure the roadworthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.

BPET or the School will reimburse the cost of taxis only if this is the cheapest or most appropriate means of reaching or returning from a third party location to the School, or transporting BPET or school property. The current HMRC exemption for taxis and late night working is:

The journey occurs because the employee is required to work later than usual at the Headteacher or Chief Executive's discretion; and

Late working is irregular; and by the time the employee finishes work, public transport is:

- o Either unavailable for the journey home; or
- o It is unreasonable to expect the employee to use it; and
- o The transport paid for or provided by the employer is by taxi or similar private road transport.

When travelling by taxi, a receipt must be obtained. Where possible, the claimant should obtain prior approval from their Line Manager before using a taxi. Travel by taxi should be kept to a minimum and normally only used under the following circumstances:

Where heavy baggage or equipment is being transported;

Where no public transport is available;

When a member of staff has a temporary or permanent mobility issue, or;

Where personal security is perceived to be an issue.

Where there are a number of people using the taxi

The cost of standard class rail travel will be reimbursed. First class rail travel is only permitted where the authorising line manager considers that the need for a working environment, use of portable computer equipment for example, is justified given the length of journey, nature of journey and cost of journey. The only exceptions are where it can be demonstrated that it is the cheapest ticketing option of all available tickets.

Significant savings can usually be obtained by booking well in advance and specifying outward and/or return journeys at time of booking.

Wherever practicable, audio conference facilities and video conference facilities should be considered as an alternative to travelling. For travel within mainland UK and to/from Eurostar destinations rail is the default mode of travel over air unless it is a more cost effective (including time cost) method of travel. Staff should travel economy class and book directly with a low cost carrier (e.g. Easyjet, Ryanair)

Prior approval to travel by air must be sought from the Chief Executive. Bookings will be undertaken by Central Trust staff once approval has been given. Significant savings can be obtained by specifying outward and/or return journeys at time of booking. Some airlines will also allow changes to fixed tickets for an additional charge and this may be cheaper than buying a flexible ticket. Fully flexible tickets should only be requested when absolutely necessary.

When staff are working away from the school and meals are not provided as part of the purpose for travelling (e.g. attendance at a conference), staff may claim the actual cost of relevant meals on presentation of receipts, up to the limits (excluding VAT and service) below. All claims must be supported by appropriate detailed VAT receipts or invoices

These limits take account of the fact that staff would normally incur a domestic cost for meals in any case:

Meal	Limit (excluding VAT & Service)
Breakfast	£7
Lunch	£7
Dinner	

When staff use their own home or mobile phone on School or BPET business, the cost of business calls will be met on production of an itemised bill where these calls have resulted in exceeding any free air time allocated. BPET or the School, will pay no rental charges. HM Revenue & Customs will only allow BPET or the School to reimburse the business call costs.

BPET or a School will not meet the cost of phone cards for pay as you go mobiles except where these have been purchased by the school for the use of school employees when they are on a school trip or event away from the school.

BPET or the School will meet the cost of business calls from a callbox or hotel room, provided details of the call, including the length and to whom, are included on the expense claim.

All teaching staff are given the option to have a school laptop for planning and administrative purposes as well as electronic registration.

Smart phones are provided to certain members of staff to enable them to carry out their job effectively. The use of the mobile phone for reasonable private use is permitted as long as it is not significant.

Computer Hardware and Software – equipment provided to employees remains the property of the school. Staff should not purchase computer hardware and software themselves. All such equipment should be procured through BPET's tendered supplier –, unless alternative arrangements have been agreed in writing by BPET or BPET's IT supplier.

Computer consumables –

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Name:

Date:



