



The
Maltby Learning Trust

MLT Expenses Policy

Date Last Reviewed: September 2019
Reviewed by: Trust Finance Manager
Approved by: SRFA

1. POLICY STATEMENT

1. To safeguard the operation of the Maltby Learning Trust (MLT). This policy sets out the procedures for Members, Directors, governors and staff in relation to travel, subsistence and the payment of expenses.
2. The policy applies to all Academies included in the Trust and should be read in conjunction with the MLT Financial Regulations and MLT Charging and Remissions Policy
3. Travel will fall into two categories:
 - a. Travel within the UK;
 - b. Travel Overseas;

2. REMUNERATION PAYMENTS TO MEMBERS, DIRECTORS AND GOVERNORS

1. MLT Members, Directors and Governors will not receive remuneration in the discharge of their duties, however, they will receive expenses incurred for travel, subsistence or other expenses outlined in the sections below, or for consultancy work as defined in the MLT Charging and Remissions Policy.

3. TRAVEL WITHIN THE UK

1. MLT Members, Directors, Governors and staff will be reimbursed for travel, subsistence and expenses when travelling on official business within the UK.
2. Members, Directors, Governors and staff should note the following points when considering attendance on training events:
 - a. Means of travel - is it cheaper to travel by rail than by car?
 - b. Venue - is there a closer venue to avoid the need for overnight accommodation?
 - c. Car sharing - if more than one colleague is travelling to the same venue, can you share travel arrangements?

4. TRAVEL OVERSEAS

1. Members, Directors, Governors and staff will be authorised to travel overseas in support of Educational Visits only;
2. All costs associated with this should be built into the charges employed to participants to cover the cost of staff travelling in support of this type of activity;
3. Other than Educational Visits, no other form of overseas travel will be permitted by the Trust Board

5. PROCEDURES PRIOR TO AND AFTER TRAVEL

1. In most circumstances, it is the responsibility of Members, Directors, Governors and staff to submit an application form to the nominated person at each Academy in advance of the visit. Wherever possible at least a period of 4-week notice should be sought prior to travel;
2. Once travel to a venue/organisation has been approved, Members, Directors, Governors and staff should discuss their needs with the Academy Business/Finance Manager to secure

the appropriate travel and accommodation requirements. This will facilitate an advanced booking achieving the best value for the Trust;

3. When rail travel is approved, travel fares should be booked at economy class level; first class arrangements are not permitted as a means of travel on Trust/Academy business;
4. Overnight accommodation will only be approved when it is not possible to get to the venue in time, e.g. when train connections are not available to get individuals to the venue on time, or when travel requires an individual to travel at unreasonable hours (before 6.00 a.m.);
5. In circumstances when travel does not require prior notification, e.g. home visits, travel between Academies, other educational establishments, staff should submit their expenses claim at the end of each month for payment through their monthly salary.

6. MILEAGE RATES

1. In accordance with HMRC, the Trust and its Academies will pay the following rates in respect of Mileage Allowance Payments (MAPs):

Type of Vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

2. In line with changes from HMRC, the MAP rate will be reviewed and revised from 1st September each year; there will be no in-year increase to mileage rates.

7. POLICY REVIEW

1. The Trust will review its Expenses Policy and mileage rates annually.