



Special Partnership Trust



SUBSISTENCE POLICY

Date Last Reviewed: September 2024

Review Date: September 2025



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Subsistence Policy

Employees who because of their official employment duties are prevented from following their normal meal arrangements or who must stay away overnight may claim reimbursement of the actual expenditure incurred (excluding alcoholic drinks) up to the maximum. A valid receipt for the actual expenditure incurred must accompany and support each claim otherwise no reimbursement will be made.

Overnight accommodation should be booked in advance at the best possible rates by the school or Trust.

Expenses may be claimed where the employee is engaged on official employment duties at the respective times as specified below:

Breakfast: out before 7.00 am

Lunch: out before 10 noon and back after 2.15 pm

Tea: out after 6.30 pm

Evening Meal: out after 8.30 pm

(Only one tea/evening meal may be claimed)

In exceptional circumstances, and where authorisation is given to an individual employee by their Headteacher, additional expenditure supported by a receipt may be payable.

Employees on official duty and who are absent overnight may claim an out-of-pocket expense for each night of absence.

Subsistence rates will be increased in line with the general index of retail prices from 1 April each year.

Work at normal place of employment outside normal hours

Provided the prior authorisation of the Line Manager has been obtained the normal subsistence expenses will also apply to employees working at their normal place of employment outside normal hours and who are above the limit for overtime payments.

Expenses incurred for tea, or an evening meal will not be paid in respect of the same evening's work, except on Saturdays and Sundays.

Subsistence expenses

Breakfast (departure before 7.00 am) £7.20 (if not included with your accommodation)

Lunch (departure before 12 noon and return after 2.15 pm) £10.00

Tea (return after 6.30 pm) £5.50

Evening Meal (return after 8.30 pm) £15.00

Overnight Provision (Bed and Breakfast) £93.00 Commercial Accommodation (if not already booked in advance by school (exceptional circumstances))

Out of Pocket Expenses (Per Night) £6.20

In exceptional circumstances, and where authorisation is given to an individual employee by their Head of Service, additional expenditure supported by a receipt may be payable.

HMRC maximum meal allowance flat rates if no receipt provided

Travel lasting 5 hours or more: £5

For 10 hours or more: £10

For 12 hours or more: £15

24 hour period or longer: £25

Travel Allowances

Travelling expenses incurred by employees in the performance of their official duties, must exclude normal to 'academy' mileage from any claim made, where travel start and/or finish is the claimant's home.

The mileage rates will apply where personal cars are used for business purposes irrespective of engine size.

Travelling expenses necessarily incurred by employees in the performance of their official duties will only be reimbursed after authorisation by their manager.

Mileage (or expenses) incurred by out-of-county applicants when attending an interview for a role at SLT level will be payable at the rates specified below. This would need to be approved by the Trust in advance.

When undertaking Trust business, you are required to adhere to traffic regulations. Any parking penalties or other liabilities that arise from the way the vehicle is used, particularly breaches of the Road Traffic act, the Traffic Management Act and Motor Vehicles (Construction and Use) Regulations are your responsibility and must not be claimed as an expense to be reimbursed. This includes excess charges incurred (e.g., compound charges) by not buying such items as congestion charge tickets, car parking tickets, etc.

Employees will use the most economic form of travel in terms of cost and time, considering the different modes of travel, traffic, and fares available.

Mileage rates

Car (Petrol/Diesel): 45p per mile (if mileage allowance exceeds 10,000 miles the individual will be responsible for disclosing the receipt to HMRC)

Car (Electric): 8p per mile (amended from 1st September 2024 in line with HMRC guidance)



Motorcycles: 24p per mile

Bicycle: 20p per mile

