

Expenses Policy

2021-2023

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1. Introduction

- 1.1 The information and instructions contained in this policy are for the guidance of all employees and officers of the Trust and its Academies. These procedural instructions will not normally apply to self-employed persons or non-Trust employees seeking reimbursement, e.g. subsistence expenses except as otherwise stated. This policy has been prepared jointly by the Trust's Finance and HR departments, in accordance with Income Tax and National Insurance Contributions (NIC) regulations. It is to be reviewed and updated annually.
- 1.2 The purpose of this policy is to reimburse employees and Trustees for expenditure they have incurred in conducting Trust business. Expense claims must not be used to supplement an employee's wages/salary. Any spurious claims or deliberate attempts to inflate expense claims may be treated in accordance with paragraphs 1.5 and 1.6 below.
- 1.3 In the event that an expense or benefit claim is required for any item not included in this Policy, or an employee has a query relating to the payment of expenses under this policy, the matter must be referred in the first instance to their Headteacher who may thereafter need to refer to one of those listed on the contacts can be found at Appendix 1) for guidance. All contact with HM Revenue & Customs will be conducted by the Payrol/IFinance Department only. Under no circumstances should any employee approach HM Revenue & Customs direct on behalf of the Trust other than a specific query relating to their own tax matters etc.
- 1.4 Claims which do not fully comply with this policy will be rejected and returned for amendment.
- 1.5 All claimants are responsible for completing claims accurately, honestly and in accordance with this policy. Anyone who suspects a claim to be fraudulent in part or in full should report their suspicions to their line manager/Headteacher. Line managers/Headteachers should consult the Group Director of Finance or CEO or Deputy CEO or Chief Financial Officer before deciding what further action should be taken.
- 1.6 **Any attempt to submit a false claim may be treated as serious or gross misconduct for both the claimant and the authorising signatory, which may entitle the Trust to dismiss the employee without notice or payment in lieu of notice.**
- 1.7 Further details regarding the actions to be taken for actual or suspected fraudulent activity are contained in the Trust Financial Regulations and Trust Fraud Avoidance Policy.

2. Expense Re-Imbursement Procedure

- 2.1 Subject to the limits disclosed in this policy, expenses incurred on behalf of the Trust will only be reimbursed where:-
 - They are claimed on form EXP1 or via Itrent and
 - Each item of expense is shown separately, and
 - Each item of expense is explained in detail, and

- Each expense is supported by itemised receipts (limited exceptions), and
 - The cost centre and account codes are clearly shown
 - Claim forms are received by Finance/Payroll within three months of the expense being incurred.
 - Claims are signed, submitted by the claimant or authorized on Itrent by line manager/ an authorised signatory.
- 2.2 Any claims submitted after the period identified in 2.1 above, will be deemed to be 'out of time' and the Trust will not be obliged to pay any such claims.
- 2.3 Any out of time claims must be submitted to the Group Director of Finance for consideration. The Group Director of Finance and Chief Financial Officer will exercise discretion when deciding whether such claims should be paid. The decision of the Group Director of Finance and Chief Financial Officer shall be final and is not subject to appeal.
- 2.4 All claims must be supported by itemised receipts and, where appropriate, these should be valid VAT receipts. Credit card slips are not itemised receipts and therefore are not acceptable. The Trust will consider payment of minor expenses such as travel without a receipt, for example, where a prepaid Oyster card is used to travel on Trust business, or where tube/rail tickets are retained as you pass through the ticket barrier. An explanation of why no receipt is available should be included on your claim form. Where an Oyster card is used, details of the date, time and mode of travel must be included on the claim form.
- 2.5 The expense claim form EXP1 can be used for incidental expenses. However, All goods and services should be ordered using a Trust Purchase Order wherever possible. All expense claims for travel will be paid through the PAYE system by Payroll at the same time as normal monthly salaries are paid.
- 2.6 The completed claim together with all supporting documentation (receipts, etc) must be submitted to Itrent / Payroll service **no later than the 12th working day of the month** in which payment is required.
- 2.7 All expense claims will be checked and any which are incomplete, incorrect or do not comply with this policy will be rejected. Any rejected claims will be returned to the relevant authorised signatory with an explanation as to why it cannot be processed. Any rejected claims which are corrected and subsequently returned will be treated as being received on the day of re-submission, regardless of when the claim was originally received or rejected. Therefore, this may lead to a delay in payment.

3. ~~Authorisation of Expense Claims~~

- 3.1 Expense claims must be signed by the claimant and countersigned by their line manager/budget holder
- 3.2 Budget holders must have their own claim forms countersigned by their Headteacher / line manager.
- 3.3 Headteachers should have their expense claims authorised by the Deputy CEO or Chief Executive Officer or Chief Financial Officer.

- 3.4 The Chief Executive Officer's expense claims are authorised by the Chair of the Trust Board, but this may be delegated to the Chief Financial Officer or Clerk.
- 3.5 Directors/Trustees expense claims are authorised by the Chief Executive Officer or Clerk.

4. Expense Advances

- 4.1 Advances will not normally be given. However, in exceptional circumstances approval may be granted by the Group Director of Finance. No taxable benefit in kind will arise provided the cumulative total of advances does not exceed £1,000 in any fiscal year, and that any advance is spent within 6 months.
- 4.2 Where an advance is agreed, the employee will be required to sign an undertaking to provide fully itemised receipts together with a complete and detailed account of the related expenditure. The undertaking will also give the Trust authority to deduct any part of the advance which has not been accounted for, from the employee's next available salary payment.

5. Entertainment

- 5.1 Offsite entertainment expenses should be avoided wherever possible. Necessary Trust entertaining costs will need to be approved by firstly the relevant line manager and their Head/Executive Headteacher or CEO or Deputy CEO prior to the event taking place. Once approved this will be reimbursed on production of receipts. The following information must be shown on the claim;
 - 5.1.1 the name(s) of attendee(s);
 - 5.1.2 the organisation which they represent; and
 - 5.1.3 the purpose of the entertainment (for example, employer sponsor of curriculum area).
- 5.2 It should be noted that costs which are incidental to business entertainment costs (for example, the cost of a taxi to a restaurant where a guest is to be entertained), should be shown as business entertainment on the expense claim. ~~form.~~

- 5.3 The Trust will only approve business entertainment proposals that demonstrate a clear business objective and that are appropriate for the nature of the business relationship. The Trust will not approve business entertainment where it considers that a conflict of interest may arise or where it could be perceived that undue influence or a particular business benefit is being sought (for example, prior to a tendering exercise).
- 5.4 Any gifts, rewards or entertainment that you receive from clients or suppliers or other business contacts should be reported immediately to the Legal Clerk or Legal Officer appointed by the Trust. In certain circumstances, it may not be appropriate to retain such gifts and you may be asked to return gifts to the sender, for example, where there could be a real or perceived conflict of interest. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees

6. Home Telephone Costs

- 6.1 Employees who are required to make business calls using their home telephone should claim reimbursement of such call costs by entering the only amount to be claimed. The Trust will not pay the cost of any part of the rental of a home telephone nor of any private calls. Such costs must be deducted from the total amount of each bill and only the net amount, representing only business calls (and the VAT thereon), should be included on the expense claim form.
- 6.2 All claims must be supported by an itemised copy of the relevant telephone bill. The calls being claimed must be clearly highlighted on the bill. The amount to be reimbursed for each call will be limited to the cost of the call as shown on the bill.

7. Mobile Telephones

- 7.1 Mobile telephones are supplied only where a specific operational need arises, and should be purchased through the IT service. Where private use is made of the equipment, the employee will be required to reimburse the Trust with the cost of any private telephone calls or text messages.
- 7.2 A copy of each mobile telephone bill will be supplied to the employee to whom the telephone is allocated and the employee will be required to either provide written confirmation that no calls or text messages were private, or to indicate those chargeable calls or text messages that were private calls. This will enable the amount due from the employee to be calculated and recovered.
- 7.3 Unless agreed by the Group Director of Finance, CEO or Deputy CEO or Chief Financial Officer, the Trust will not reimburse employees for hiring, leasing or purchasing such equipment of their own, irrespective of whether the equipment is installed in a Trust vehicle or in an employee's private car, or neither. The Trust will meet the costs of business calls incurred by employees using such equipment, provided detailed evidence of the costs is supplied with the claim form.
- 7.4 Where private mobile telephones are used for business calls, the Trust will only reimburse the cost of such calls where the claim is supported by an appropriately itemised mobile telephone bill. The calls being claimed should be clearly highlighted on the bill. The amount to be reimbursed for each call

will be limited to the cost of the call as shown on the bill. No arbitrary apportionment of free airtime or line rental will be paid.

- 7.5 The Trust will not pay for any calls made on pay-as-you-go mobile telephones or contract mobile telephones where no itemised bill is available.
- 7.6 The Trust will not pay for top up cards in respect of privately owned mobile telephones.
- 7.7 Department's should seek advice from IT service as to whether it would be appropriate to have a mobile phone for a team / department.

8. Professional Subscriptions

- 8.1 The Trust will not pay the cost of any annual subscriptions unless a clear business need can be demonstrated. Any such cases should be referred to the Group Director of Finance or CEO or Deputy CEO or Chief Financial Officer for approval.

9. Club Membership Subscriptions

- 9.1 The Trust will not pay on behalf of, or reimburse to employees, the costs of any membership or annual subscriptions in respect of clubs or other organisations irrespective of whether membership is used in the furtherance of Trust business. Limited exceptions may be authorised by the Chief Executive Officer or Chair of the Trust. Generally HM Revenue & Customs do not allow tax relief on club membership subscriptions.

10. Travelling Expenses

- 10.1 Except as otherwise provided below, employees may claim only the costs of necessary business travel. In order to determine the extent to which journeys may be regarded as business travel, see 'Definition of Business Travel' below.

11. Definition of Business Travel

- 11.1 Expenses may be claimed in accordance with the 'Subsistence' and 'Travel' sections of this policy only where they are incurred on business journeys. In order to identify those journeys which may be regarded as business travel for these purposes, employees' travel patterns will be categorised as follows.

- 11.1.1 The employee normally works at one location but occasionally travels from that location in order to work at another LSEAT site.

- 11.1.2 The employee travels between home and any LSEAT site by their usual mode of transport.

- 11.2 Where a claim is made in accordance with paragraph (11.1.1) the employee may claim the actual cost of the trip where public transport is used. Where an employee uses their own private motor vehicle for the journey the approved mileages in appendix 2 must be used.

- 11.3 All journeys away from any LSEAT's site on business may be regarded as business travel. Where a journey begins or ends at home and public transport is used,

the employee may claim the actual cost of the trip. Where an employee uses their private motor vehicle for such journeys, section 15 of this policy will apply.

- 11.4 Where an Oyster card is used to pay for any such travel, the employee may only claim the actual Oyster fare incurred for the mode of travel used.
- 11.5 The employee may also claim subsistence expenses incurred on journeys away from home and any LSEAT's, under the rules described in section 17 of this policy.
- 11.6 All Journeys made in accordance with paragraph (11.1.2), are regarded as private, and the cost of these journeys cannot be claimed.

12. Rail Fares

- 12.1 Except where prior authorisation has been provided by the Chief Executive Officer, Deputy CEO or Chief Financial Officer, employees should ensure that the most economic advantageous class of travel available is used. In general this will be a standard class period return although employees are expected to investigate the possibility that day return tickets or "savers" may be available at lower cost.
- 12.2 Where possible staff should purchase their ticket in advance through a ticket agency such as thetrainline.com. Tickets for national journeys can usually be purchased at a discount, even at relatively short notice. The discount is often achieved by purchasing two single, rather than a return ticket. The discount will usually increase significantly if the ticket is purchased well in advance of the trip.

13. Air Fares

- 13.1 Employees who need to travel by air, should travel at tourist or economy class, taking advantage wherever possible of any reduced rates.
- 13.2 'Trading down' of travel tickets, i.e. travelling by a lower class in order to claim an extra ticket for a guest of the employee is not permitted.
- 13.3 For overseas travel please refer to section 22 of this policy.

14. Trust Vehicles

- 14.1 Some employees may be provided with use of Trust or College vehicles for the purpose of carrying out their duties. Where such vehicles are provided, the employee is not permitted to use the vehicle privately. Any use of the vehicle otherwise than for business travel as defined under 'Definition of Business Travel' may be regarded as a serious disciplinary offence, and potentially gross misconduct that could result in the summary dismissal of the employee, that is without notice or payment in lieu of notice. It may also render the employee liable to income tax on a deemed benefit-in-kind.
- 14.2 Employees using vans for business travel will not be subject to any Income Tax or NIC liability.

15. Employees' Own Vehicles

Staff who wish to use their own private motor vehicles on Trust business must ensure that their insurance cover extends to business use and the Insurer should, if necessary, be asked to endorse the certificate to confirm that driving in the performance of the employer's business is covered by the insurance policy.

- 15.1 When a private motor car is used on Trust business the employee may claim the distance actually travelled, less the distance which is normally travelled by car to and from the employee's usual place of work.
- 15.2 Trust business travel will be reimbursed at HMRC approved rates. For a privately owned motor car the current rate is 45p per mile for the first 10,000 miles in any tax year and 25p per mile thereafter. For motorbikes / bicycles the current rates are 24p and 20p per mile respectively.
- 15.3 It is important that the employee keeps accurate records of their mileage claims in case this threshold is breached.
- 15.4 Employees using their own vehicles on Trust business should make claims in accordance with the procedure described below.
- 15.5 Claims Form ~~EXP1~~ should be completed with full details of the journey, including mode of travel, date, reason for journey, starting points and destinations. The actual business miles travelled must be entered in the 'Miles Travelled' column. Where the journey begins and ends at home, the distance usually travelled to and from the employee's usual place of work, or deemed base campus must be entered in the 'Usual Private Mileage' column. The difference between the two should be entered in the 'Miles Claimed' column and the total value of the claim for each journey should be calculated.
- 15.6 Attempts to falsify expense claims by entering an incorrect starting address, destination, or usual distance travelled to and from the employees usual place of work or deemed base campus, may be treated in accordance with paragraph 1.6.

16. Car Parking and Toll Charges

- 16.1 Car parking charges and any toll road levies incurred during the course of travelling away from home and (where applicable) the temporary place of work in the performance of Trust duties will be paid by the Trust. The Trust will not pay car parking charges at an employee's normal place of work. All items claimed should be itemised and described in detail on the claim form.
- 16.2 The Trust will not pay parking or speeding fines.

17. Subsistence - General

- 17.1 Employees who are required to travel in the course of their work are entitled to claim the additional cost of meals taken en route. Employees may claim any actual and reasonable costs of food and drink taken en route. Any such claims must be within the following limits:-

| | |
|--------------|--------|
| Breakfast | £5.00 |
| Lunch | £5.50 |
| Refreshments | £5.00 |
| Evening Meal | £22.00 |

- 17.2 Employees may claim up to these limits in respect of each day on which they purchase a meal while away from home and the normal place of work and are:
- 17.2.1 more than 5 miles from each; and
- 17.2.2 absent from each for more than 5 hours, spanning the relevant normal meal time. Unless an employee is staying away from home in a hotel, an evening meal cannot be claimed before 7:30pm.
- 17.3 It should be noted that the figures quoted in 17.1 above are not flat rate allowances, but limits on amounts of actual expenditure that the Trust will reimburse against itemised receipts.
- 17.4 Subsistence may not be claimed by employees whose normal place of work is on campus, but are visiting another site where LSEAT's ~~BET~~ business activities are undertaken. Neither may subsistence be claimed in respect of conferences or visits where meals are provided as part of the conference or visit.
- 17.5 Staff entertaining guests from outside bodies at lunchtime should use Trust facilities wherever practicable to do so.
- 17.6 For subsistence claims which do not satisfy the 5 mile 5 hour Rule, payments will be made only in exceptional circumstances and will be subject to Income Tax and National Insurance Contributions. Prior written approval by the Group Director of Finance must be obtained.

18. Subsistence – Overnight

- 18.1 The Trust will reimburse reasonable out-of-pocket expenses incurred when a journey on Trust business necessitates an overnight stay away from home. You may claim the following for each night whilst you are away:
- 18.1.1 Hotel bills (see section 19 below)
- 18.1.2 Breakfast, if not included in the room rate, you may claim the cost of breakfast provided it falls within the overall limit for overnight accommodation.
- 18.1.3 The reasonable cost of an evening meal taken at the Hotel together with any non alcoholic drinks consumed therewith. If an evening meal is taken outside of the hotel, the limit specified in paragraph 17.1 will apply.
- 18.1.4 The reasonable cost of all non alcoholic refreshments consumed during the trip.

18.1.5 The costs of alcoholic refreshments consumed during the trip may be reimbursed provided that prior authority has been obtained from the Chief Executive Officer or Deputy CEO or Chief Financial Officer or Group Director of Finance.

19. Hotel Accommodation

19.1 Where employees travel on business which requires an overnight stay away from home, they should obtain accommodation in a reasonable quality hotel. Save for where prior agreement has been obtained by the Chief Executive Officer or Deputy CEO or Chief Financial Officer or Group Director of Finance. The maximum amounts the Trust will reimburse for overnight stays in hotels inclusive of breakfast and VAT, are as follows:-

| | |
|---|------|
| UK cities | £130 |
| Other UK locations | £75 |
| USA, Canada & European Union Member Countries | £100 |

Rates for all other overseas destinations must be agreed on a case by case basis with the Group Director of Finance. The list of European Union Member Countries is taken from the 'direct.gov.uk' website.

19.2 The Trust will also reimburse personal incidental expenditure up to an overall maximum of £5 per night for travel within the UK and £10 per night overseas. Where a trip necessarily involves more than one night away from home, expenditure will be averaged over the number of nights at the hotel in order to determine the maximum amount to be reimbursed. Items of personal incidental expenditure include:-

19.2.1 Reasonable private mobile telephone calls

19.2.2 Newspapers

19.2.3 Reasonable laundry charges (for trips over 4 nights' duration)

19.3 It should be noted that the figures quoted above are not flat rate allowances, but limits on the amounts of actual expenditure that we will reimburse against receipts. A reasonable number of private calls on mobile telephones will only be reimbursed against fully itemised bills.

19.4 The Trust will not pay for items of a personal nature, such as video hire, use of video games and personal internet access. In addition, unless there are extenuating circumstances, the Trust will not pay for any use of a hotel telephone. Where such costs are incurred, the claimant must deduct them when their claim is submitted.

19.5 Where the hotel bill is to be paid by the Trust direct (using an existing credit account arrangement) the cost of allowable items (accommodation, food. etc.) can be charged to the Trust and paid on the credit account. All other costs incurred should be settled by the employee upon checking out.

19.6 Where a credit account is not used, employees should settle the hotel bill when checking out of the hotel, and claim the allowable expenses in accordance with this policy.

19.7 Any queries with the bill should be resolved when checking out of the hotel.

20. Overseas Travel

20.1 Every proposed overseas business visit requires the approval of the Trust prior to the visit (and prior to any costs associated with the visit being committed).

20.2 The Trust will only pay for staff for the approved duration of the visit. Costs to be met by the Trust are limited to:

20.2.1 Air fares and taxes (lowest cost direct flights).

20.2.2 Accommodation, subsistence and personal incidental expenditure (see sections 18 and 19 above).

20.2.3 Other reasonable incidental expenditure (e.g. taxis)

20.3 Where staff elect to extend their stay beyond the approved duration of the visit, wish to upgrade accommodation, be accompanied or otherwise vary the approved itinerary, the associated costs are to be met by the individual concerned.

20.4 The Trust's overseas travel insurance policy covers staff for travel and health insurance for the duration of the business visit. Trust staff are required to make their own travel and health insurance arrangements for their spouse/partner/same sex partner, and for any extensions to the agreed business period.

21. Spouses' Travel

21.1 The Trust will not meet the cost relating to the spouse/partner of an employee who accompanies the employee on a business trip.

22. Meetings

22.1 Working lunches will not be provided by Trust Catering Services unless an external party is attending the meeting and lunch is considered to be an integral part of the meeting. Meetings should be arranged so as to avoid overlapping with normal meal times wherever possible. When the catering order form is signed a full list of attendees and the reason for the lunch must be attached.

22.2 When the cost of a working lunch is claimed, no Income Tax or NIC charge will arise provided full details of the reason and attendees are given. Failure to complete the list of attendees may result in an Income Tax and NIC charge for the claimant.

22.3 Where a meeting has concluded and the attendees have lunch immediately afterwards the lunch cannot be classed as part of a meeting. If it is purely Trust staff the procedures under subsistence should be followed, whereas if external persons are involved the rules for entertainment shall be applied.

22.4 Working lunches and refreshments for staff or student meetings are not permitted without prior the approval of a member of the Trust Executive Team.

23. Courses and Conferences

- 23.1 Employees may need to attend courses and conferences in order to perform their duties effectively. The Trust organises training courses in-house and the cost of such courses are borne by the Trust. Where it is necessary for employees to travel to other LSEAT BET-sites in order to attend these courses, no subsistence costs may be claimed.
- 23.2 Additionally, at its discretion, the Trust may pay the cost of external training courses. The Trust may agree to meet the cost of courses where the training leads to the acquisition of knowledge or skills which are necessary for the duties of the employment or directly related to increasing effectiveness in the performance of the employee's present or prospective duties in the employment. Where either of these conditions are met the Trust may agree to pay the cost of the course fees. Any such courses must be approved in advance by the employee's Headteacher and the Trust HR service. Travel and subsistence expenses for such courses may be claimed in accordance with the Rules contained in the 'Travelling Expenses' and 'Subsistence – General' sections of this policy. All such claims must be submitted on expense Claim form EXP1.

24. Taxis for Late Working

- 24.1 When an employee is occasionally required to work late (after 10:30pm) the Trust will reimburse the employee for the cost of the taxi fare home, where it would be unreasonable to expect them to use public transport. It is for line managers / Headteachers to decide what is reasonable after considering the specific facts of each case.
- 24.2 Agency staff may not claim such costs.

25. Out of Pocket Expenses

- 25.1 The Trust will meet the cost of reasonable out of pocket business expenses as described under 'Expense Reimbursement Procedure' section of this policy, for which it is not normally possible to obtain receipts. Examples of such expenses include parking meters and telephone calls from public phone boxes. Claims must be limited to the actual amount of expense incurred and not claimed as a round sum allowance.

26. Currency conversion

All expense claims will be paid in sterling. The rate of exchange to be used for items paid using local currency will be the rate obtained when sterling was changed into the relevant currency. Proof of the rate obtained should be submitted with the expense claim. Where a credit card is used to pay for transactions, the rate used will be the same as that used by the credit card company for each transaction. A copy of credit card statements must accompany all such claims.

27. Casual Employees

- 27.1 HM Revenue & Customs defines a 'casual employee' as any individual undertaking a short term, regular employment with the Trust. It includes

anyone who is not engaged on a permanent basis and therefore includes external examiners. All casual employees must be paid through the PAYE system under the guidance of the Payroll service. Under no circumstances should cash or vouchers be given to casual employees.

28. Self-Employed

- 28.1 Where self employed individuals are engaged, they will be paid through Purchase Ledger where H M Revenue & Customs guidelines permit. It will be necessary to pay some self employed individuals through the PAYE system. Advice on this matter should be obtained from the Group Director of Finance before a self-employed individual is engaged.
- 28.2 In addition, all payments for the services of agency workers, including any business expenses incurred, will be paid through the Purchase Ledger upon receipt of invoices from the agency.
- 28.3 It should be noted that where a self-employed individual or an employment agency is registered for VAT, and VAT is chargeable on the services performed, VAT invoices must be obtained before payment can be made by the Trust.
- 28.4 Under no circumstances should cash or vouchers be given to self-employed workers.

29. Immunisations

- 29.1 Where an employee is required to travel overseas on Trust business and an immunisation is recommended, the Trust will reimburse the employee with the cost of the immunisation upon production of a receipt from their GP.

30. Other items not referred to above.

- 30.1 Where an item of expenditure is incurred which is not covered elsewhere in this policy, approval for re-imbusement must be provided by the Chief Executive Officer or Deputy CEO or Chief Financial Officer or Group Director of Finance.

List of Contacts

Name (Position)

Telephone

Victoria Mahoo (Payroll Manager) 0203954 4983

Modupe Awosika (Asst Payroll Manager) 02039545459

Approved distances for motor vehicle travel claims

Approved mileages for motor vehicle travel claims between LSEAT sites and common destinations.

| | RL | O | BS | BT | HC | MC | OS |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|
| Rookery Lane (RL) | | 4.0 | 1.3 | 2.0 | 1.0 | 5.0 | 3.7 |
| Orpington (O) | 4.0 | | 4.6 | 5.8 | 4.6 | 3.8 | 0.8 |
| Bromley South Stn (BS) | 1.3 | 4.8 | | 1.0 | 0.7 | 5.3 | 4.8 |
| Bromley Town Centre (BT) | 2.0 | 5.8 | 1.0 | | 1.3 | 5.0 | 5.4 |
| Hayes Campus (HC) | 1.0 | 4.6 | 0.7 | 1.3 | | 5.0 | 4.4 |
| Midfield Campus (MC) | 5.0 | 3.8 | 5.3 | 5.0 | 5.0 | | 4.0 |
| Orpington Station (OS) | 3.7 | 0.8 | 4.8 | 5.4 | 4.4 | 4.0 | |

