

SUBSISTENCE

Subsistence Allowances, Additional Staff Payments and Staff Travel

1. The school will reimburse the reasonable expenses incurred by staff during the course of their duties. Payment will normally be made through the payroll system, taking into account any deductions that may be required in respect of tax and/or National Insurance contributions.
2. The school will require proper receipts for **all** expenditure. An employee will be required to provide written reasons where receipts are not available, before payment can be considered.
3. These arrangements will apply to all staff.
4. The reimbursement of all expenses is based on the principle that the expenditure claimed has actually been incurred by an employee.
5. Please note that you cannot claim for the purchase of alcoholic beverages.
6. All claims must be approved and signed by your line manager prior to submission to the Finance Office.

Maximum Subsistence Rates

Time away from home	Place (away from normal workplace or home)	Allowable	Maximum Rate per Day
Up to 3 hours	All places	Light refreshment	£3
Up to 7 hours	All places	Food and beverage	£12
Over 7 hours	All places	Food and beverage	£24

Maximum allowances per meal/per day

Breakfast £5	Lunch £7	Dinner £12
<u>This does not include the day of travel</u>		

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Additional Staff Payments

There are no additional payments for staff undertaking residential visits during week days.

Non-teaching staff will be eligible to claim overtime rate at time and a half or time off in lieu for additional hours worked, subject to the approval of the Headteacher.

Staff attending residentials that take place over the weekend are entitled to claim £75 per day.

Extra-Curricular

Subject to prior approval of the Headteacher the following payments will be made to staff for work undertaken after 6 pm.

Teaching/Revision Lessons	£25 per hour
Rehearsals etc	£25 per hour
Technical Support (sound, lighting)	£12 per hour
General Assistance	£8 per hour

Staff Travel

Cars with engine capacity of 451 – 999 cc = 46.9 p

Cars with engine capacity of 1000 and above = 52.2 p

Staff travelling by public transport will be reimbursed in their next salary payment upon receipt of the appropriate receipt.

Staff using cars to travel outside of Liverpool are entitled to claim the equivalent of second class rail fare. Where it is impractical to travel by public transport or several staff are travelling together, car mileage may be approved.

Car Parking

Staff attending courses and incurring car parking fees will be reimbursed in their next salary payment upon receipt of the appropriate receipt.

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