

## **Expenses Policy (external)**

### **Policy Scope**

This policy covers all expense claims to the Confederation of School Trusts (the Group).

The Group includes:

- Confederation of School Trusts (CST) (Company number 05303883)
- CST Professional Development Limited (Company number 10354936)

Generally, expense claims should be made on CST's or CST Professional Development Ltd's cash expenses claim form and should be supported by bills or receipts. For consultants working with an organisation within the Group, claims should be made through the consultant's invoice for work provided.

- a) The reasonable cost of travelling to and from meetings, and on business and events which have been approved by the Group; this can include the cost of using public transport, taxi fares, and petrol and bicycle allowances to the level permitted by HM Revenue and Customs (HMRC) before tax becomes payable:
  - Train fare will usually be reimbursed at a rate which is no higher than 'standard class.' Where first class travel has been booked, a screenshot of the difference between these two amounts should be kept for the purposes of audit.
  - The maximum allowance per taxi journey is £30 unless by agreement. If the taxi fee is over £30, please give justification when making your claim. Mileage claims are:<sup>1</sup>

○ Cars and vans	45p
○ Motor-cycles	24p
○ Bicycles	20p
- b) Reasonable refunds for the cost of meals taken while on Group business – for breakfast meals £15, for lunch meals this should be limited to £20 and for evening meals, £30 per person. (London £20 breakfast; £25 lunch; evening meals £35). This should not include alcoholic drinks.
- c) Special transport, equipment or facilities for a claimant with a disability.
- d) Cost of reasonable overnight accommodation while on Group business – overnight accommodation is limited to £175 per night (£250 per night for London), but every effort should be made to keep the price of accommodation as low as possible.

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<sup>1</sup> The first 10,000 business miles per annum for travel by car is paid at 45p per mile; any further mileage is paid at 25p per mile. The first 10,000 business miles per annum for travel by a motorcycle is paid at 24p per mile; any further mileage is paid at 24p per mile. The first 10,000 business miles per annum for travel by bicycle is paid at 20p per mile; any further mileage is paid at 20p per mile.