



Travel and Expenses Policy

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Community Inclusive Trust – **Travel and Expenses Policy**

1. Purpose

It is the purpose of this policy to define the procedures that must be followed when making CIT related travel arrangements and claiming for expenses that have been incurred in connection with CIT business within the Trust.

2. Scope

This document is to be used as a basis for:

- 2.1 Setting out the CIT policy relating to business travel and expenses and clearly state the types of expenditure that can and cannot be reimbursed.
- 2.2 Ensuring reasonable standards of service, comfort, convenience and safety for those who need to travel on CIT business whilst achieving best value for money.
- 2.3 Ensuring that CIT complies with the requirements of the HMRC rules and requirements for tax dispensation.
- 2.4 Defining the process for claiming necessary expenses.
- 2.5 Provided that the procedures set out in this policy are followed, no additional tax or National Insurance Contribution liability will arise and staff need not report details of expenses reimbursed on their tax returns.

3. Responsibilities

3.1 This policy applies to:

- 3.1.1 Employees of CIT, Trust Board Trustees, Trust Board Members and Local School Board members.
- 3.1.2 Students of the organisation who are required to travel for learning and research purposes,
- 3.1.3 Other representatives of CIT (e.g. visitors) where the travel is directly related to academic (learning and/or research) purposes organised or authorised by CIT.

3.2 This policy does not apply to:

- 3.2.1 Individuals that are self-employed, or work as contractors or consultants for CIT.

3.3 CIT will pay for all reasonable expenses incurred by CIT employees, students and representatives (as defined in 3.1 above) whilst they carry out their assigned duties.

3.4 The rules of this policy shall apply to all travel and expense claims. Where funding has been provided by an external funding body and their rules conflict with the CIT's travel and expenses policy rules, then CIT's rules will have precedence. All payments of expenses are subject to HMRC rules.

3.5 This is an overarching document for the Trust and all academies within are expected to implement this policy without exception.

3.6 CIT assumes no obligation to reimburse expense claims that are not compliant with this policy.

4. Making Business Travel Arrangements

- 4.1 Each academy has different structures in place for organising and booking travel which should be used, e.g. some academies have administrators booking all travel, whilst others allow staff to book their own travel.
- 4.2 It is mandatory that travellers must notify CIT of all overseas travel by completing the Travel Log prior to their travel date.
- 4.3 Travellers must also comply with any local rules issued by their own academy regarding pre-trip approval. The departmental budget holder may reserve the right to refuse reimbursement of travel and subsistence claims if travellers have not sought and received the budget holder's permission to incur those expenses.
- 4.4 Where possible, individuals (as identified in section 3.1 above) should consider whether it is NECESSARY to travel, or whether alternatives can be utilised for meetings and therefore reduce travel and expenses claims, e.g. Microsoft Teams/Zoom meetings, etc.

5. Travel Insurance and Risk Management

- 5.1 The number of business trips undertaken by CIT employees and students is increasing. Travelling overseas, in particular, can present increased risks to travellers' health, safety and security due to the unfamiliar environment – risks may include exposure to hostile political situations, disease, travel accidents, opportunistic crime, etc.
- 5.2 CIT has a duty of care to its travellers under the Health and Safety at Work Act and must ensure that it has appropriate processes in place to manage any reasonably foreseeable risks.
- 5.3 Travellers must be able to assess these risks prior to travel and make judgements about whether there may be a need to change their plans.

6. Driving Cars, Vans, Motorbikes, Minibuses, etc.

- 6.1 To drive on CIT business you must first register as an Authorised Driver. This applies to everyone who wishes to:
 - 6.1.1 Drive CIT owned or leased vehicles.
 - 6.1.2 Hire vehicles for CIT business both in the UK and overseas.
 - 6.1.3 Use their own private vehicle(s) for CIT business.
- 6.2 Each school within CIT retains a list of all authorised drivers and CIT has insurance cover for any authorised driver.
- 6.3 Drivers using their own private vehicle on CIT business must ensure they have a business use extension on their own personal motor insurance policy, as they are not covered under CIT's insurance policy. The mileage allowance paid by CIT includes all actual and incidental costs involved in running a vehicle, including an element for motor insurance. It is the individual's responsibility to ensure that business use on their own motor vehicles is in place, and any additional cost as a result of this is not covered by CIT.

6.4 It is the driver's responsibility to ensure they comply with DVLA regulations and only drive a category of vehicle that is included on their driving licence and are fully insured. No claims for speeding or parking fines will be payable by CIT to any individual regardless of the vehicle used. CIT will not accept any liability for any traveller illegally using their own or other vehicle. CIT will pursue disciplinary and legal action against said person. For further information, the traveller should see the DVLA website.

7. Approved Methods of Booking Travel

7.1 When booking travel, the traveller should use their common sense and remember that the objective is to get to their destination in the most expedient, but cost-effective way possible, whilst having regard for personal safety and the impact on the environment.

7.2 Before making any bookings, the traveller must check and make sure that the budget holder will approve the trip and the trip arrangements comply with this policy/guidance.

7.3 Combined business and personal travel is only acceptable where the traveller meets all of the costs relating to the "personal" element of the trip. For example; some staff whilst attending an overseas conference may wish to extend the trip to include a holiday.

7.4 Business trips must not be planned solely for the purpose of facilitating personal travel. Private travel insurance must be taken out to cover the personal element of the journey.

7.5 Individuals cannot claim for commuting from their home to their normal place of work.

8. Travel Rules – Air, Rail and Sea

8.1 Flights (UK Internal):

8.1.1 Internal flights are classed as those within the United Kingdom.

8.1.2 They are only permitted if they are cheaper than the railways or driving equivalent.

8.1.3 Anyone making claims must have a full VAT receipt.

8.2 Flights (Overseas):

8.2.1 Economy flights should be used at all times with the following exceptions.

8.2.2 Premium Economy may be permitted, but only if:

8.2.2.1 Prior authorisation has been signed off by both the CEO and CFO,

8.2.2.2 Flights are over 10 hours (one way).

8.2.3 Business Class may be permitted but only if:

8.2.3.1 Prior authorisation has been signed off by the Trust Board,

8.2.3.2 Flights are over 10 hours (one way),

8.2.3.3 The person(s) flying Business Class covers the difference in cost between the price of the Business Class ticket and that of a Premium Economy Ticket. If a Premium Economy ticket is not available on the flight, then the difference in cost between the price of the Business Class ticket and that of an Economy Ticket.

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- 8.2.4 First Class flights are not allowed under any circumstances.
- 8.2.5 Anyone making claims must have a full VAT receipt.
- 8.3 Flight upgrades at CIT's expense are not permitted and claims will not be reimbursed. Should travellers upgrade then any and all additional costs will be at the traveller's expense.
- 8.4 Baggage charges. The correct number should be added during the flight booking process. If you are required to transport CIT equipment, then checks should be made regarding shipping in advance wherever practical and time permitting if this a more cost effective method of transport. Exceptions to the above may be considered in exceptional circumstances and a business case should be submitted to the CFO and CEO for approval.
- 8.5 Excess baggage charges at check-in will be at the traveller's expense and will not be reimbursed under any circumstances. The traveller should weigh their luggage prior to check-in to ensure that they are within the airline's weight allowance.
- 8.6 Seat reservations should be made at the time of booking. Any excess fees will not be reimbursed.
- 8.7 Rail Travel (UK):
 - 8.7.1 Standard class must be used, at all times. Travellers should endeavour to book as far in advance as possible to get the cheapest rate. Note tickets are released 12 weeks prior to departure.
 - 8.7.2 First Class may be permitted, but only if:
 - 8.7.2.1 It is cheaper or the same price as a standard class ticket.
 - 8.7.2.2 Prior authorisation has been signed off by both the CEO and CFO.
 - 8.7.2.3 The person(s) travelling first class covers the difference in cost between the price of the First Class ticket and that of a Standard Ticket.
- 8.8 Rail Travel (Overseas):
 - 8.8.1 If rail travel has to be organised whilst overseas, then the traveller should pay for this locally using a CIT charge card (if held).
 - 8.8.2 If the traveller does not hold a CIT charge card then they are expected to submit a claim for actual expense incurred including receipts.
 - 8.8.3 Standard (second) class is the maximum payable. While the Trust does not expect staff to travel third class, it will not cover any claims for first class unless it can be unequivocally proven that the first class ticket would have been the same price or cheaper than the second class ticket for the same journey.
- 8.9 Travel cards e.g. Oyster cards, rail cards, may be purchased where it is more economical than purchasing individual tickets. Please submit a claim for actual expense incurred with full VAT receipts and proof that the rail/travel card is cheaper.
- 8.10 Claims for use of a personal travel card on CIT business will only be reimbursed where the cost of the business journey can be split out and evidenced by a receipt.

- 8.11 Claims for annual rail card purchases will only be reimbursed where the annual savings made on business journeys outweigh the cost of the rail card. A claim should be submitted for the cost of the railcard and a record of savings must be kept for audit purposes.
- 8.12 Where a train operator offers Wi-Fi this will be reimbursed where it is used for CIT business purposes, provided proof of use for said purpose and cost, with a receipt where possible, can be proven.
- 8.13 It may be proven that ferry travel is a more cost effective and better option than flying. If this is the case, then travel must be booked in advance. Claims must be submitted using the claims form and have all relevant VAT receipts with them.
- 8.14 Standard class travel will be reimbursed with a valid claim. A traveller may upgrade to business class provided that they cover the difference in price between the business class and standard class ticket unless it can be proven that there is no difference in price.
- 8.15 It should be noted that random checks will be carried out on travel expense claims and if a traveller is found to have not obtained the best value for money for their journey, not have the correct authorisation, not have submitted the correct forms and receipts then it may lead to the traveller's claim being rejected and in extreme cases disciplinary action.

9. Travel Rules – Road Travel

- 9.1 For business journeys the traveller must ensure that they have insurance that covers business travel on their car. The Trust does not cover the increased insurance premium for the traveller as a separate claim, as this is covered within the mileage rate paid stated in section 9.4.
- 9.2 For all business mileage the Mileage Claim Form should be used. This can be found in the following location: CIT Share (T:) – CIT General Documentation – Forms.
- 9.3 All mileage claims must be submitted to the relevant School Operations Manager if the individual works in a school, or the Central Finance Team for Central Support Hub individuals. A fuel VAT receipt must accompany all claims.
- 9.4 Business mileage is claimable at £0.45 per mile for a car for the first 10,000 miles and £0.25 per mile for every mile thereafter and £0.24 per mile for a motorcycle. Car users can claim an additional £0.05 per mile per passenger up to a maximum of 4 passengers. The same applies for petrol, diesel, electric or hybrid vehicles. Any passengers being claimed for must be employees of the Trust and have been authorised to travel. Wherever possible travellers should car share as this will reduce the cost to the Trust.
- 9.5 Should a hire car be required where it has been proven that it will be more cost effective than using the traveller's own vehicle then they must use a reputable supplier. The standard class of hire vehicle is a 1.6 litre mid-size vehicle or smaller. Larger vehicles or MPVs should only be hired to accommodate four or more people plus equipment, etc. and provided that it has been authorised in advance by both the CEO and CFO. The hire of sports, convertibles and luxury executive cars is strictly prohibited.
- 9.6 If a hire car is used then the traveller must refuel the vehicle to the original level or any refuelling fee that is incurred by CIT will be passed directly on to the traveller.
- 9.7 Where practicable when hiring a vehicle when travelling overseas, book the vehicle prior

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to the business trip using a reputable supplier. If car hire has to be organised whilst overseas, then the traveller should pay for this locally using a CIT charge card (if held). Otherwise a claim for actual expense must be submitted including all receipts.

- 9.8 Parking charges, tolls and Congestion Zone charges must be claimed using the relevant claim form and be accompanied by a valid VAT receipt where possible or by proof of purchase if a receipt is not available.
- 9.9 Fines for parking, tolls and Congestion Zone charges etc. will not be reimbursed under any circumstance.
- 9.10 When travelling, please use public transport wherever possible. Petty cash may be used to pay for taxis up to a value of £20 for a round trip or £10 each way where different firms are used, but a valid VAT receipt must be submitted on completion of travel or the petty cash used will have to be refunded by the traveller.
- 9.11 Taxis must not be used where the trip distance exceeds 10 miles unless it can be demonstrated that it is the best value option or exceptional circumstances apply, e.g. staff working usually late (after midnight) or travelling back late from a CIT business trip. These may be reimbursed at the discretion of the CFO.
- 9.12 Claims for chauffeur driven cars will not be reimbursed under any circumstance.
- 9.13 For large groups of business travellers it may be a cost effective alternative to hire a coach. A business case must be submitted and approved in advance of travel by both the CEO and CFO and all receipts must be submitted with the claim.

10. Accommodation

- 10.1 All accommodation (hotels, B&Bs, guesthouses) should be booked in advance and should represent the best value for money that can be met while meeting the basic requirements of a safe and comfortable stay.
- 10.2 The maximum overnight costs per traveller is:
 - 10.2.1 Central London - £150.00 per night including breakfast.
 - 10.2.2 Rest of UK - £100.00 per night including breakfast.
- 10.3 In exceptional circumstances more expensive accommodation may be permitted, provided it is approved in advance by both the CEO and CFO.
- 10.4 If the traveller is staying room only, they may claim the cost of breakfast provided the room and meal do not exceed the limits set above.
- 10.5 It is expected that most hotels would provide Wi-Fi free of charge. However, should there be a charge for the use of Wi-Fi this will be reimbursed where it is used for CIT business purposes. Please pay using a CIT charge card (if held) or submit a claim for actual expense incurred which must include a valid receipt.
- 10.6 Overseas accommodation should be booked in advance of travel to ensure the most cost effective deal available.
- 10.7 Gyms, spas, minibars, cable TV, Sky TV, pay per view movies, pay per view sports and room upgrades will not be reimbursed.

10.8 If the traveller stays with family or friends instead of using hotels, B&Bs and guesthouses, then the traveller can claim for a gift and meals in recognition of the hospitality up to £50 per night provided it has been approved in advance and the claim is accompanied by a valid VAT receipt.

11. Meals

11.1 The cost of a non-alcoholic drink and meal may be claimed if a business trip takes you away from your normal place of work (which also includes any CIT school, LEARN Teaching Centre, or the Central Support Hub) for a period of more than 3 hours, but does not involve an overnight stay. Please submit a claim for actual expenses incurred which should be within the maximum limits below as CIT will only cover actual expenses incurred. If multiple meals are claimed for, an underspend on one cannot be added to another meal. All claims must be accompanied by a valid VAT receipt:

11.1.1 Breakfast - £10.00 per person.

11.1.2 Lunch - £15.00 per person.

11.1.3 Dinner - £20.00 per person.

11.2 If your claim exceeds the above limits CIT will pay up to the maximum limit only.

11.3 Additional claims for meals/food will not be reimbursed if you are staying away overnight and your accommodation rate includes the cost of breakfast/dinner, etc.

11.4 CIT will not cover the cost of any alcoholic beverages.

12. Other Expenses

12.1 Claims for travel insurance will not be reimbursed as all business travellers are covered by the CIT business travel insurance.

12.2 Claims for visas will be reimbursed where the visa or vaccination is required specifically for a business trip.

12.3 Whilst modest hospitality is an accepted courtesy of a business relationship, CIT employees should avoid a situation whereby giving/accepting the hospitality may be deemed to have influenced a business decision or lead to allegations of a conflict of interest. All hospitality should be approved in advance.

12.4 Invitations to/from modest corporate entertainment events may be accepted if there is a clear benefit to CIT, i.e. it will further important business development opportunities or business relationships. These must be approved in advance.

13. Events, Schemes, Cancellations, Compensation and Refunds

13.1 Business Trips – This is an event or meeting where a business discussion is taking place. It is recommended that the maximum payable is £50 per head (including the cost of any drinks). In exceptional circumstances, the limit may be exceeded, subject to obtaining prior written approval from the budget holder/Head of School or Department.

13.1.1 The name of each guest must be declared on the claim form to satisfy HMRC rules.

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13.2 Gifts to staff – It is not acceptable to purchase any gifts for birthdays, weddings, funerals, retirement etc. from school or Trust funds.

13.2.1 The CIT Gifts and Hospitality Policy provides clear guidelines on accepting gifts and hospitality.

13.3 Staff events – There are many types of staff events, e.g. Christmas parties, team building events, away days. The use of CIT funds for work-related events, e.g. team building, away days is appropriate, but the amounts spent should not be excessive and should be held using CIT facilities wherever possible. This should be approved as part of the usual finance procedures as per the Finance Policy. It is not appropriate to use CIT funds to pay for staff parties, e.g. Christmas.

13.3.1 All staff events must be approved in advance and all expenses must have valid VAT receipts.

13.4 Loyalty Schemes – Membership of any rail, air or hotel loyalty programme must not influence the traveller's selection of booking agent, airline, rail operator, hotel or room type. Any points accumulated by the traveller as a result of booking business travel should be used to offset the cost of future business journeys only. Please note CIT will not reimburse the fees for frequent traveller membership schemes.

13.5 Where it is no longer possible to take a business trip the traveller is responsible for notifying the supplier. This should be done as soon as possible to avoid cancellation charges. CIT will not reimburse cancellation charges unless in exceptional circumstances.

13.6 Refunds – Unused tickets must never be destroyed as refunds are usually possible (subject to the type of ticket purchased and any ticket rules/restrictions). The money for a refund should be paid back to the traveller if they have paid for it, or to CIT if a claim has already been made or a CIT charge card was used.

13.7 Compensation – Train operators and airlines usually compensate passengers for significant delays. The compensation amount will depend upon the length of the delay. Information about the amounts payable can be found on the operator's website.

13.7.1 Where the trip has been arranged directly and paid for by a CIT charge card, the traveller will need to apply for the compensation and the refund must be credited to the card used.

13.7.2 Where the trip has been paid for by the traveller regardless of if a claim has been submitted or not, then the traveller should consider if the compensation should go back to the Trust as the trip was made for CIT business.

13.8 Employees of CIT should book all travel and accommodation through reputable suppliers, subject to any permitted exceptions. Staff who travel a significant amount should request a CIT charge card. Staff should claim expenses only as a last resort.

13.9 CIT will only reimburse the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of the duties of employment.

14. Expense Forms, Deadlines and Authorisation

14.1 If a person needs to claim expenses then they should complete a separate form for each

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academy that the expense was associated to. If the expense is for multiple sites then one claim can be made directly to the Central Finance team who will apportion the claim appropriately.

- 14.2 Please complete your expense claim form clearly and correctly. Incomplete or unclear expense claim forms will be returned for re-submission.
- 14.3 All claims must be signed by the claimant. Unsigned forms or forms signed by someone other than the claimant will be returned for re-submission.
- 14.4 The form with receipts firmly attached (or attached in a separate sealed envelope if there are multiple receipts) should be submitted for approval by your line manager who certifies the expense forms.
- 14.5 Head Teachers' and the Executive Head Teachers' claim forms will be approved by the School Operations Manager in line with the budget for the site in question.
- 14.6 Staff must submit expense claims within 6 weeks of the expense being incurred. Any claims submitted after this deadline may not be reimbursed and have to be additionally authorised by both the CEO and CFO.
- 14.7 Expense forms cannot be self-authorised. Expense claims should be authorised by a more senior person (with the exception of the Head Teacher/Executive Head Teacher whose claim can be approved by the School Operations Manager for the appropriate school). This is usually the school's Head or the line manager for persons employed in the Central Support Hub. All claims for the CEO should be authorised by the Chair of the Trust Board. The authorisation confirms:
 - 14.7.1 Any journey taken was authorised,
 - 14.7.2 Expenses were properly and necessarily incurred on CIT business.
- 14.8 When an employee incurs costs in a foreign currency, not GBP, then they should record the currency amount and the sterling amount. The employee should use the actual exchange rate obtained (supported by bank/credit card statement or Bureau de Change receipt) to convert the currency to GBP.
- 14.9 All items included on an expense claim form must be supported by a valid VAT receipt. A valid VAT receipt should, wherever possible, include:
 - 14.9.1 Vendor address and/or name,
 - 14.9.2 Breakdown of items (+ VAT breakdown if applicable),
 - 14.9.3 Date of transaction,
 - 14.9.4 VAT registration number (if applicable),
 - 14.9.5 Total amount due.
- 14.10 Please note, credit and debit card transaction receipts (i.e. from handheld PDQ or "chip & pin" machines) are not considered valid receipts. Photocopied receipts or photographic evidence of purchases are not acceptable. Printouts of online bookings with full details and costs of items purchased can be submitted.

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14.11 In circumstances where a printed receipt is not available, handwritten receipts produced by the vendor are permitted, but should be on headed paper or stamped clearly stating the supplier details, date of transaction and a detailed list of purchased items.

14.12 Expenses are normally paid monthly once the authorised claim has been received.

15. Travel Time – Temporary Workplace(s)

15.1 When working at other locations (not usual designated workplace) staff are expected to leave for work at their usual time and arrive at their destination thereafter, e.g. if it takes 20 minutes to travel and your workplace is Grantham and you leave at 8.10 am for an 8.30 am start, you would leave at 8.10am and arrive at your destination at the time taken to travel.

15.2 Senior staff are expected to arrive at work at their usual time regardless of travel time.

16. Trust Board Members, Trustees and Local School Board Members' Expenses

16.1 Members, Trustees and Local School Board members can claim allowances within this policy to cover expenditure necessary to enable them to perform their duties as directed by the Chair of the Trust/Local School Board of which they are a member.

16.2 All other requirements for submitting claims should be followed in line with this policy, for claims to be approved and paid.

16.3 Please note that this policy does **not** include an attendance allowance or payment to cover loss of earnings.

16.4 The Chair or Vice Chair of the Trust Board has the right of refusal for any claim which appears unreasonable, excessive or inconsistent when considering the performance of their duties, and the requirements of this policy. All claims will be subject to an independent audit as part of the Trust's internal and external audit procedures.

17. External References

17.1 Mileage Claim Form and Expenses Claim Form. Located on the Trust's server ("T" drive) in the Forms folder within the General Documentation/Forms folder.

18. Mileage Between Sites Within CIT

18.1 On the second page of the Mileage Claim Form there is a grid that shows the agreed mileage between all sites within the Community Inclusive Trust for both single and return journeys. This should be used wherever possible. It also has distances to the Lincolnshire County Council site and the NEC at Birmingham. As the Trust grows the mileage grid will grow with it.

18.2 Any mileage over and above the stated mileage should be explained as soon as a claim is made. If reasons are deemed to be invalid, claim forms will be returned for re-submission.

19. How to Claim – Examples

19.1 The person lives in Barkston and normally commutes to Ambergate Sports College (AMB).

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19.1.1 Their home in Barkston to AMB is 8 miles.

19.1.2 AMB to Tulip Academy (TUL) is 32.4 miles.

19.1.3 TUL back to their home is 35 miles.

19.1.4 The person travels from their home in Barkston to AMB. This is their normal commute and cannot be claimed, even if there is a diversion due to road works or accidents, etc.

19.1.5 The person travels from their home in Barkston to TUL in the morning, then TUL to AMB in the afternoon and finally home to Barkston. They can claim 32.4 miles for the journey to TUL in the morning (as again this is the shorter distance between their home and the school or both schools) and TUL to AMB (32.4 miles), total of 64.8 miles, but they cannot claim for the AMB to Barkston part of the journey as it is their normal commute.

19.1.6 If you are working from home on a particular day, and then have to visit somewhere as part of your employed role that isn't your usual work place, you are entitled to claim mileage. However, if the mileage that would be claimed is less than your usual commute, you would not be entitled to make a claim. The following are examples of how this would be calculated:

19.1.7 The person lives in Stamford and their normal commute is 30 miles to their usual place of work. They visit AMB school which is 28 miles from their home. They would not be entitled to claim mileage.

19.1.8 The person lives in Stamford and their normal commute is 30 miles to their usual place of work. They visit Chapel St. Leonards (CSL) which is 64.3 miles from their home and then return home after their visit. They would be eligible to claim 34.3 miles each way (which is the difference between the total journey each way and their usual commute distance).

20. Where Do I Work?

20.1 A person can only claim travel expenses which are necessary to have been undertaken in the course of their employment. A person cannot claim travel which is 'ordinary commuting'. This means travel from home to a usual place of work. A usual place of work is called a 'permanent' place of work. If this is unclear, Government guidelines state that a person works at multiple sites it is either:

20.1.1 The place/site that a person spends the most time working at,

20.1.2 The place that has been written into their contract as their place of work,

20.1.3 Multiple places can be deemed as the permanent place of work, but have to be agreed in advance and noted in the person's contract.

20.2 Travel from home to a permanent workplace cannot be claimed, but travel from home to a temporary workplace can be claimed up to a maximum continuous period of 24 months, after which it is classed as your permanent place of work and cannot be claimed for as it is then deemed as your normal commute.

20.3 Travel to a visit e.g. another school from a temporary or permanent workplace can be claimed.

- 20.4 Travel from home to other schools may be allowable, provided it is further than the distance to the office.
- 20.5 If the person making the claim is unclear then they are advised to visit the below site <http://www.hmrc.gov.uk/manuals/eimanual/eim32202.htm> which gives guidance on the above.
- 20.6 You can claim the shorter of Home to Destination or Work to Destination.
- 20.7 HMRC says that the 'place of which an employee works is a permanent workplace if he or she attends it regularly for the performance of the duties of the employment'.
- 20.8 A workplace is a temporary workplace if an employee goes there only to perform a task of limited duration or for a temporary purpose. In essence, this means:
- 20.8.1 A workplace is a temporary workplace if an employee goes there only to perform a task of limited duration (less than 24 months) or for a temporary purpose. (HMRC EIM32075),
- 20.8.2 If an employee has spent, or is likely to spend, 40% or more of his or her working time at that particular workplace over a period that lasts, or is likely to last, more than 24 months. Where that is the case the workplace is not a temporary workplace and so it is a permanent workplace. Travel between that place and home will be ordinary commuting and so is not deductible. (HMRC EIM 32080).

21. Amendments to the Document

- 21.1 The document format has been changed so it matches the standardised format of all other CIT Policy documentation.
- 21.2 Section 8.2.3. has been updated to only allow business class travel if the traveller pays the additional costs above a standard/economy class ticket.
- 21.3 Various changes have been made to this document to fully update it in line with new schools added to the Trust, changes to legislation, changes in formatting for CIT policies, etc.
- 21.4 Amended 16.1 to state Chair or Vice Chair of the Trust Board instead of just Trust Board on 28/07/2023 as per Chair of the Trust Board. Sections 16.2 to 16.4 have been added in September 2023 as per the Chair of the Trust Board to incorporate details from Governor Expenses Policy which is now being removed from circulation as this document supersedes its requirements.
- 21.5 Minor amendments made in September 2023 for changes in name of schools in examples and the word "employee" changed to "individual" where relevant throughout the policy.