Staff Expenses

The Diamond Learning Partnership Trust

Approved by:	Chief Executive Officer	**Date:**	January 2026
Last reviewed on:	January 2026		
Next review due by:	August 2028		

Contents

1. Aims and introduction

This policy sets out the Diamond Learning Partnership Trust's (Trust) rules and procedures for claiming reimbursement for expenses, including travel and accommodation, incurred wholly, necessarily and exclusively on the business of the trust or their school. Any attempt to claim reimbursement for expenses fraudulently or in breach of this policy may result in disciplinary action being taken as per the Trust's disciplinary policy.

It applies to all employees of the Trust. Trustees and local governing body members should instead see our policy on governors' allowances and expenses. Trust direct bookings and expenditure are excluded from this policy and are regularly audited.

This policy does not form part of any contract of employment or other contract to provide services, and the Trust may amend this policy at any time.

2. Roles and responsibilities

2.1 Authorisation

EMPLOYEE CLAIMING EXPENSE	AUTHORISED BY
School staff (excluding headteachers/heads of school)	Headteacher
Headteachers, executive headteachers and heads of school	CEO
Central trust team	CEO
CEO	Finance Manager / Trustee

In addition, members of the trust hold the following responsibilities:

2.2 Trust Finance Manager/CEO

- Ensure all expenses requests made to them are handled according to this policy
- Review this policy on a regular basis
- Ensure compliance with all financial regulations
- Investigate expenses claims that appear excessive or inconsistent

2.3 Headteachers

- Ensure all expenses requests made to them are handled according to this policy
- Ensure all school staff are aware of the procedures set out in this policy

2.4 All staff

- Follow the procedures set out in this policy
- Keep full records of any expenses incurred, including all receipts

3. Travel expenses

Employees are responsible for any costs incurred in journeys between their home and normal place or work. This is defined as 'ordinary commuting'.

Travel beyond the normal place of work to carry out work on behalf of the school/trust is defined as travel for 'business purposes.'

The Trust is committed to sustainable practices, and reducing the resources expended on travel, including staff time. As such, where possible, business travel should be avoided in favour of telephone or video calls as the first choice.

Employees should agree in advance with the person responsible for authorising their expenses (see table in section 2.1) whether the journey and chosen method of transport is appropriate.

3.1 Public transport

Employees are required to seek out the most cost-effective method of public transport for travelling on business purposes. This may include:

- Comparing different methods of transport
- Where possible, booking in advance to access reduced fairs
- Using any rail cards or season tickets

Employees should travel in standard/economy class unless the cost of first class is the same or less.

3.2 Taxis

Taxis may only be re-imbursed in the following limited circumstances:

- Where staff have heavy luggage which cannot be taken on public transport
- Where there is no suitable or cost-effective alternative method of public transport
- To ensure the personal safety of employees, e.g. when traveling after dark in certain circumstances
- Where a group of employees are traveling together, resulting in lower costs than buying individual tickets
- When pre-arranged with the person responsible for authorising expenses in the case of illness, injury, disability, pregnancy or related factors

3.3 Personal vehicles and mileage

Employees may use their own vehicle for business purposes, where it is convenient and cost effective, and subject to the vehicle being safe, legal to drive, and having the appropriate insurance in place. A copy of your business insurance should be shared with your line manager on your first day of employment and the first day of the Autumn term.

The Trust will cover expenses claims for:

- Tolls and congestion charges
- Reasonable parking costs
- Mileage, in line with current HMRC rates for travel

When calculating milage expenditure, employees should use the distance travelled for business purposes. If setting out from home, the distance that would usually be travelled under ordinary commuting should be deducted from the total journey distance.

The Trust will not cover the costs of:

- Vehicle insurance
- Fines (e.g. traffic offences, parking fines, wheel clamping unlocking)

4. Accommodation and subsistence

4.1 Accommodation

If an employee requires overnight accommodation for business purposes, wherever possible a room should only be booked to a maximum cost of

- £100 outside of Greater London
- £130 in Greater London

Any costs above these rates must be agreed with the person responsible for authorising expenses.

The Trust will not meet the costs of any extension to the stay for personal reasons, or for any accommodation for individuals other than the employee, for instance a partner, friend or family member.

4.2 Subsistence

Where employees are working away from their usual place of work and meals are not provided, they may claim reasonable subsistence costs up to a maximum of:

- £20 per working day
- £50 per 24-hour period away

These need to be agreed in advance with your line manager. The expenses can only be claimed where food is not provided as part of the reason for the travel. The Trust will not reimburse the purchase of any alcohol.

5. Other expenses

The person responsible for approving expenses may approve other categories of expenses occurred while on the business of the Trust on a case-by-case basis.

As a rule, employees cannot claim for the following costs:

- Office stationery unless pre-agreed and item is unavailable the usual purchasing route
- Internet connection
- Telephone and mobile expenses
- The cleaning of uniforms/equipment
- Any alcohol

Please note that the above list is not exhaustive and the Trust may amend this list from time to time

6. Process for claiming expenses

Wherever possible, employees must seek approval from the person responsible for approving their expenses (section 2.1) before incurring them. This is especially necessary for expenses which may fall outside of the categories or spending limits set out in this policy. Any failure to seek prior approval before expenses are incurred may result in the Trust withholding reimbursement of the expenses.

Employees must keep all receipts and proofs of purchase for incurred costs.

To claim expenses, employees must:

- Download the EduPay app and submit their expenses claim through EduPay
- Take photos and upload copies of any receipts or tickets
- Submit all expense claims monthly
- There is a cut-off date of the 17th of the month for same month payments. Any expenses submitted after the 17th will be paid the following month.

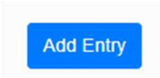
If approved, the employee will receive reimbursement in their monthly pay following approval.

In the case of disagreement about whether an expense should be approved, the case may be escalated to a senior member of staff, e.g. CEO, or Chair of Trustees.

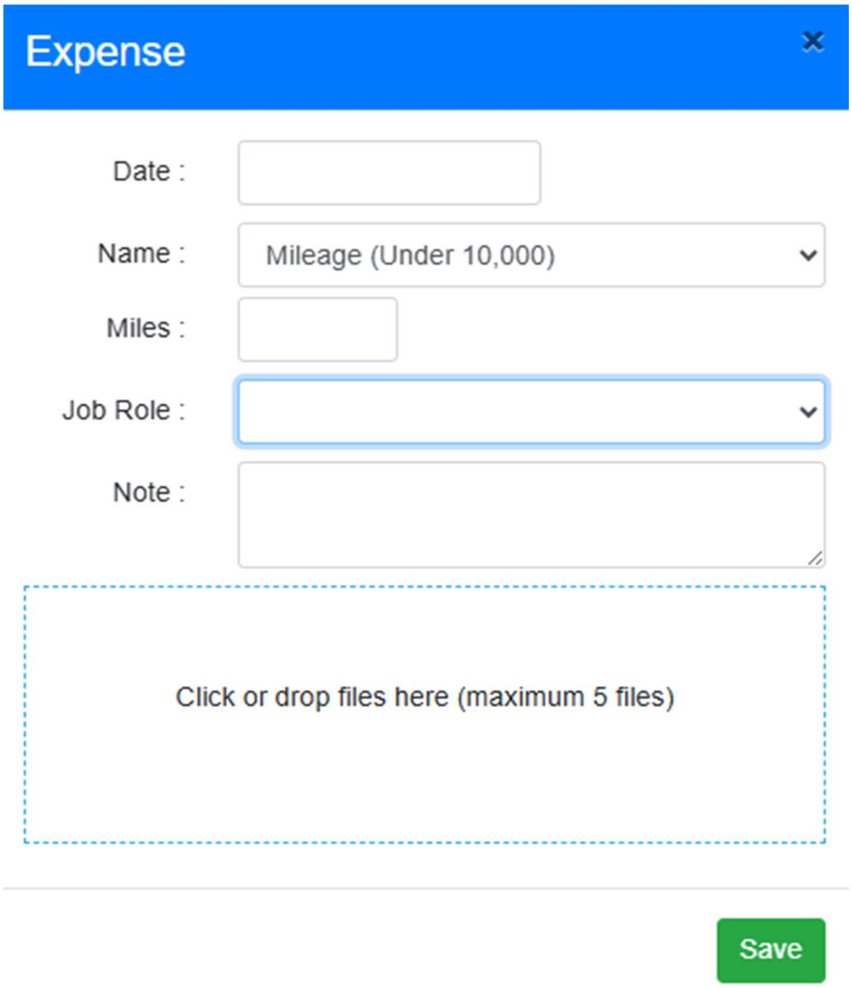
Appendix 1: EduPay Expenses Form

Log into EduPay

Select the Expenses tab

Click on 

And complete the following form:



Select the relevant drop-down menus, complete a note about why you incurred the expense (e.g. visit to Wintringham Primary Academy for meeting) and upload any receipts, tickets or documents if appropriate. Once complete, click Save. Maps / proof of journeys are not required to be uploaded.

Appendix 2: Mileage calculator (taken from AA route finder)

SCHOOL Y Axis - STARTING SCHOOL X Axis - DESTINATION	Braybrook Primary Academy	Burrowmoor Primary Academy	Glebelands Primary Academy	Gorefield Primary Academy	Great Staughton Primary Academy	Kimbolton Primary Academy	King James Academy	Leverington Primary Academy	Middlefield Primary Academy	Murrow Primary Academy	Roman Way Academy	The Round House Primary Academy	Thomas Eaton Primary Academy	Winhills Primary Academy	Wintringham Primary Academy
Braybrook Primary Academy	-	23.90	20.00	23.30	24.80	24.90	42.20	25.70	27.80	21.20	40.50	25.30	22.20	25.50	25.10
Burrowmoor Primary Academy	23.90	-	8.60	12.90	33.70	33.70	44.20	12.80	36.70	7.90	42.60	34.20	3.60	34.40	34.00
Glebelands Primary Academy	20.00	8.60	-	20.70	26.80	26.90	37.20	20.10	29.80	15.20	35.70	27.40	5.20	24.10	27.10
Gorefield Primary Academy	23.40	12.70	20.80	-	47.20	47.30	64.60	1.80	50.20	5.50	62.90	47.70	15.00	47.90	47.50
Great Staughton Primary Academy	24.50	33.70	26.90	47.10	-	3.80	32.30	49.50	8.00	45.00	32.10	6.30	30.40	5.80	6.00
Kimbolton Primary Academy	24.90	34.20	27.30	47.50	3.80	-	34.10	49.90	11.50	45.40	32.40	9.80	30.80	9.40	9.60
King James Academy	42.10	45.10	40.20	64.70	32.40	33.60	-	67.10	21.30	51.70	2.60	23.20	41.70	21.90	21.50
Leverington Primary Academy	25.20	12.90	20.20	1.80	49.00	49.10	55.80	-	52.00	7.00	54.20	49.60	15.20	49.70	49.40
Middlefield Primary Academy	28.20	37.50	30.60	50.80	8.50	12.00	21.00	53.20	-	48.70	19.40	1.80	34.10	1.00	1.60
Murrow Primary Academy	20.90	7.90	15.20	5.50	44.70	44.80	50.80	5.80	47.70	-	49.20	45.20	10.20	45.40	40.60
Roman Way Academy	40.30	42.40	37.10	62.80	26.30	31.70	1.60	65.30	19.50	49.00	-	21.40	39.00	20.10	21.10
The Round House Primary Academy	25.10	34.40	27.50	47.70	6.30	9.90	21.30	50.10	1.80	45.60	19.70	-	31.00	1.30	0.50
Thomas Eaton Primary Academy	21.00	3.60	5.20	15.20	30.30	30.30	40.80	15.10	33.30	10.20	39.20	30.90	-	31.00	30.60
Winhills Primary Academy	25.30	34.50	27.70	47.80	5.70	9.30	22.00	50.20	1.00	45.70	20.40	1.30	31.10	-	1.00
Wintringham Primary Academy	24.90	34.10	27.30	47.40	6.00	9.60	21.30	49.80	1.60	45.30	19.70	0.50	30.70	1.00	-