



**Truro and Penwith
Academy Trust**

Travel & Expenses Policy

The following policy applies to all Truro & Penwith Academy Schools:

**Alverton Primary School
Berrycoombe Primary School
Blackwater C.P. School
Bodriggy Academy
Cape Cornwall School
Cardinham School
Chacewater Primary School
Gulval School
Hayle Academy
Kehelland Village School
Kennall Vale School
Lanivet Community Primary School
Liskeard Hillfort School
Mithian School
Mousehole Primary School**

**Nancledra School
Newlyn School
Pendeen School
Pensans C.P. School
Perranporth C.P. School
Roche C.P. School
Sennen Primary School
St Dennis Primary Academy
St Erth School
St Ives School
St Just Primary School
Threemilestone School
Trewirgie Infants School
Tywardreath School**

DATE APPROVED BY TPAT Board of Trustees: November 2015

DATE FOR REVIEW:

Schools/Academies that are part of Truro and Penwith Academy Trust (referred to as “the Trust”) are subject to the following travelling and expenses rates:

Mileage Rate

40p per mile for all travel undertaken within the County (including Plymouth).

24p for motorcycles. 10p for cycles.

26p per mile for all travel undertaken outside the County. *24p for motorcycles.*

An extra 5p per mile will be paid in respect of any passenger(s) who are employees of the Trust. This is a flat rate, regardless of the number of passengers.

In practice, this means that a car trip to Exeter for example, would be reimbursed at a rate of 40p per mile for the element of the journey between the individual’s travelling base and the County border, and at a rate of 26p per mile for the element of the journey between the county border and Exeter. ***Please note that it is the responsibility of employees to ensure that their vehicle has a current MOT and is in a safe and roadworthy condition and that they have adequate insurance cover for travel they undertake as part of their role. E.g. travel to conferences, between sites etc.***

Car Hire

Consideration should be given to whether booking a hire car through Truro and Penwith College is the more economical option. The number of days for which the hire is required and the length of the journey to be undertaken are the important factors. As a guideline, journeys from Truro requiring a 24 hour hire to Exeter and beyond, and journeys requiring a 48 hour hire to Bristol and beyond will be cheaper by hire car. Please feel free to contact the Trust Business Manager if you need further assistance in this regard.

Train Fare

Rail travel may also prove to be a more economic alternative to motor vehicles, so employees may use the train and claim the standard second class rail fare for the journey. **Rail tickets *must* be submitted to the Trust finance office in support of the claim.**

Subsistence Rates

The **actual expenditure** incurred may be claimed **up to** the following limits (***Best value must be sought in all cases, e.g. use of Travelodges or Travel Inns wherever possible***):

Breakfast (departure before 7:00am) £8.85

Lunch £10.20

Evening meal £15.00

Commercial Accommodation £100.00

Overnight rate (staying with friends/relatives) £19.00

Please note that you may only claim the **actual expenditure incurred** up to these limits, and your claim **must be supported by invoices/receipts**. **Regretfully, failure to supply proper receipts will invalidate your claim. This rule does not apply to the £19.00 overnight rate.**

Other Expenses

Other expenses incurred in the conduct of Trust business will need to be approved on an individual basis by the Finance Director.

Relocation Expenses

Relocation expenses will be paid to full time staff moving to the area to take up appointment. Up to 75% of the cost of removal of the furniture shall normally be paid, up to a maximum of £1,000. A Minimum of three estimates must be submitted, and prior authorisation must be obtained from the Trust Finance Director.

In all cases, variations to these allowances may be made by prior agreement with the Trust Finance Director.