Christ Church and Holy Trinity CE Primary Schools
Staff Expenses Policy
October 2025

Our Schools Mission Statement

Christ Church and Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic, social and spiritual potential. Excellent teaching, learning and relationships are at the heart of our two schools.

Introduction

This Policy sets out arrangements for the reimbursement of expenses incurred whilst working on behalf of Christ Church and Holy Trinity Schools. The Policy applies to **all** employees, without exception.

Eligible Expenses

Christ Church and Holy Trinity employees may claim reimbursement in respect of actual expenditure incurred by them.

This may arise from:-

Attending meetings, training and conferences

- All claims must be accompanied by a travel receipt or ticket.
- Where possible travel (by train) should be booked in advance to obtain best value.
- Use of personal cars will not be reimbursed.
- The school holds Oyster cards for London public transport should this be required. You can borrow one from Linda Healy at Christ Church or Lisa Walden at Holy Trinity.
- Taxis are not acceptable mode of transport unless time constraints mean that the staff member is needed back in the classroom by a certain time that public transport would not allow for. Please seek approval from the Head Teacher or School Business Manager prior to booking.

Purchases made on the schools behalf

- *Employees are encouraged to investigate available options prior to purchasing goods themselves on behalf of the school*.
- Christ Church and Holy Trinity hold accounts with several companies who provide schools with especially competitive prices for many items.
- The School Business Managers hold school credit cards and are able to purchase online in conjunction with the Office Admin staff.
- If no other option is available purchases can be made by the staff member and claimed for provided they are supported by the relevant receipt(s). ***Authorisation must be sought from the School Business Manager, Head of School or Federation Head Teacher prior to any purchase*.**

Subsistence Allowances

- No reimbursement will be made for an activity or visit where the staff member would normally have provided their own lunch e.g. school trips

Procedure for Claiming

All claims must be submitted within one month of the date of travel/purchase and will be reimbursed by bank transfer.

The relevant school order / claim form must be completed for all purchases and travel. Receipts must be attached to the order / claim form and the form must be approved by the SLT.

Claims by any of the SLT must be authorised by another member of the Senior Leadership Team.

Staff members authorising claims must have no personal connection to the payee.

If there is a disagreement about the validity of a claim it will be referred to the Resources Committee for a decision.

Staff expenses will be reviewed by the Federation Head Teacher and Governors yearly in the May/June Resources Committee Meeting for the previous financial year.

Signed: AVIS HAWKINS

Name of School	Christ Church & Holy Trinity CE Primary Schools
Policy review Date	14 October 2025
Date of next Review	October 2026
Who reviewed this policy?	Governing Body, Resources Committee and Avis Hawkins
Ratified by FGB:	*21/10/2025*