



Mileage Claims policy

Adopted by the Trust Board of
Aspire Learning Trust
on 22nd March 2021

Policy reference:	A56
This policy is to be reviewed:	3 yearly
The next review date is:	March 2024
Review is the responsibility of:	FIHR

Review History

Review ratified:	
Review ratified:	
Review ratified:	

Signed: -----
Chair of Trustees



Purpose

Aspire Learning Trust employees may claim reimbursement in respect of actual expenditure incurred by them, arising from attending meetings, training and conferences. All travel must be approved, in advance by the Principal/Executive Head/CEO.

1. Procedure

1.1 The School/College/Trust will reimburse staff for expenses incurred in the performance of their duties, such as mileage and rail fare associated with travel to and from meetings, training etc. All reimbursement claims will need to be authorised by the budget holder and forwarded to Central Finance for processing.

2 - Reason for Claims

2.1 Claims cannot be made by staff for travel between their home and normal place of work.

2.2 The use of public transport is encouraged and must be used where possible and cost effective.

2.3 Mileage rates will be paid as follows:

- Up to 10,000 miles per annum 45p per mile
- 10,001+ miles per annum 25p per mile

They will be calculated using the shortest route to and from the required destination.

2.4 Employees must note that any parking fines, road traffic fines, congestion fines or penalties incurred are their personal responsibility and will not be reimbursed by the School/College/Trust.

2.5 Employees must ensure that their own private vehicle is adequately insured for business use, as the driver is personally liable for any incident.

2.6 It is the responsibility of the employee to ensure the road worthiness of their vehicle and that the vehicle meets all the requirements of the Road Traffic Act.

2.7 Staff will only be reimbursed for expenditure upon completion of the appropriate claim form provided by the school and after authorisation of the claim by the approved signatory.