

# BARNS GREEN PRIMARY SCHOOL

## Business Travel Policy

### Aim

To set out Barns Green Primary School's policy and provisions for business travel.

### Scope

This policy and its provisions apply to all employees of Barns Green Primary School. This policy and procedures are not contractual.

### Principles:

1. Our approach to business travel is transparent, fair, consistently applied and underpinned by our values.
2. Our policy and provisions support business needs, prioritise the needs of our pupils and take into account the needs and time of our staff.
4. Reasonable adjustments will be made to address the needs of staff with disabilities.
5. Only travel when really necessary. Look for alternatives first, including the use of technology.
6. Sustainable travel is encouraged.

### Journey Planning

#### Responsibilities

Employees are expected to:

- take **care** when planning business travel balancing the time, cost, productivity, personal safety and the environmental impact of travel,
- have prior authorisation for business travel and associated expenses
- comply with the travel rules and only travel when necessary,
- submit travel expenses in a timely manner,

The Headteacher/Chair of Governors will consider if travel and subsistence is necessary and if more cost-effective alternatives can be used (e.g. teleconferencing).

### Driving Your Own Car for Work

All employees are responsible for confirming that they have:

- a car which has been serviced and is in good working order.
- a valid MOT certificate, if required.
- valid car insurance.
- road tax for the car, and
- a valid UK driving licence which entitles them to drive the vehicle they are driving.

### Making Travel Decisions

Business travel should only be carried out where there is no other practical alternative. Cost, convenience, carbon emissions and the care of staff are all factors to be considered. When planning business travel or arranging meetings, staff should consider the following:

- Public transport is preferable to using a private car and should be the first choice where practical to use.
- Other alternatives to using a private car which are just as efficient and cost effective e.g. walking, cycling or car sharing, should be considered.
- For journeys where no other practical option is available, staff may use their own private vehicle for business travel.

When arranging meetings consider the following:

- Can the task be carried out by using web, video or audio conferencing, so reducing the need to travel?
- Can the meeting or need to travel be combined with other meetings?
- Does the venue minimise travel for the attendees and is it accessible by public transport?

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- Do meeting times avoid travelling during peak time/rush hour to reduce emissions and congestion?
- Can car sharing be supported by sharing attendance lists in advance?
- Are attendees aware of public transport options?

### Travel Authorisation

Prior agreement must be obtained from the Headteacher **before travel**. Staff should be able to confirm to the Headteacher that they have considered other options, what their chosen mode of travel is and why. When submitting an expense claim staff will be confirming that they have appropriate insurance cover for their own car.

### Reimbursement and Claims:

1. Employees are eligible to claim mileage on the basis of excess travel only. Where there is a requirement for business travel from home to a location(s) other than the normal place of work, only excess mileage will be reimbursed.
2. Claims for travel expenses should be made in a timely fashion. This should usually be within one month of travel and no later than three months of the date of travel.
3. Claims beyond this period will not normally be agreed unless there are exceptional circumstances (e.g. long-term sickness).
4. All expense claims must be signed and approved by the Headteacher. The employee must show the SBM the receipts for the trip. The SBM should verify the employee's receipts against the trip made.
5. The employee is expected to scan their receipts and save to a PDF, entitled with their surname and first name. Hard copies of the receipts should be retained by the employee for six months.

### Key Provisions:

1. Reimbursement will be provided for agreed business travel and subsistence when employees have to travel away from Barnes Green Primary in the performance of their duties, the rate being claimed is within the rates stated in the policy, the expense is a legitimate and reasonable business expense and the claim for expense is submitted within the required timescales.
2. Business travel expenses includes mileage, car parking (off site), congestion and toll charges and buses.
3. Car parking and speeding fines will not be reimbursed.
4. Employees who incur business travel expenses will be reimbursed either:
  - the cost of standard class public transport OR
  - Where use of public transport is not practical, the business miles at the appropriate mileage rate.

### Business Mileage Rate

The standard mileage rate for reimbursement is set out below.

Type of vehicle	Rate			
Motorcycles	24p			
Bicycles	20p			
Cars and Electric cars				
	Band 1 451-999cc	Band 2 1000-1199cc	Band 3 1200-1450cc	Band 4 Over 1450cc
Low	31.5	37.9	46.0	50.2
Medium	35.3	44.9	51.0	56.9
High	46.8	50.8	63.7	63.7

**Schools Training** (based on WSCC vocational training rate)

36.9p per mile

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