The STAR
MULTI ACADEMY TRUST

EXPENSES CLAIM FORM

Name……	Department/Budget……	Claim for Month Ending……..

Date	Brief Description and REASON for Expense Incurred	Miles	Mileage Claim (£)	Rail/Coach /Tube (£)	Other Costs (£)	Nominal Code (to be completed by Finance)	Total (£)
	Total Claimed:					Amount Payable:	

Name of Claimant: …….. Signature of Claimant: …….. Date……

Name of Line Manager: …….. Signature of Line Manager: …….. Date……..

All expense claims will be paid by BACS. Please provide your details below.
Bank Account Details:
Sort Code: …… Account Number……Name: ……
(as it appears on the account)

☐ **Please tick the box to indicate that you have read and understood the following: Employees using their own vehicle for work related travel must ensure that the vehicle is roadworthy, the vehicle has a valid MOT certificate and is insured with appropriate business related cover. The trust has the right to do spot checks to ensure staff hold the correct MOT, insurance and driving licenses. These costs are the responsibility of the employee.**

NOTES FOR COMPLETION OF THE EXPENSES CLAIM FORM

1) It should be noted that the expenses are paid from Public Funds and hence it is the responsibility of the individual to ensure that the costs are kept to a minimum. Expenses should not be incurred unless they have been approved previously.

2) Claims should be submitted monthly for expenditure necessarily incurred in carrying out duties in connection with requirements of the Academy. Where expenses are incurred for professional development purposes, this should be indicated accordingly.

3) Receipts must be submitted with the claim except for car mileage claims.

4) All claims must be counter-signed by the Line Manager/Budget Owner or Line Manager's Superior.

5) Claims are normally reimbursed within two weeks. If there is a delay or a query, please contact the Finance Department.

6) Mileage reimbursement rates remain unchanged and are in line with North Yorkshire County Council.

7) When travelling to/from the destination to your home, in order to comply with HMRC rules, only the lower cost of home/destination or Academy/destination may be claimed.

8) Staff are expected to use the most cost efficient mode of travel. In certain cases train or Underground travel will be more cost efficient than driving by car. Taxis should only be used when public transport is not accessible or there is a health & safety issue. Any bookings for rail travel should be made at least 4 weeks before departure in order to obtain the benefit of cheaper rates. For overnight accommodation, most economical hotel rates should be booked. Cost of overnight accommodation should be agreed with Director of Finance and Resources.

9) Receipts must be submitted with all non-mileage claims. Value for money should always be considered. Please refer to the MAT expense policy for items that will not be accepted.

10) This form will be retained in line with the Data Retention policy and compliant with GDPR rules and regulations.