

Bristol Schools' Forum Expenses Policy (updated January 2007)

Introduction

This policy covers expenses incurred by members of the Schools' Forum and individuals who may, from time to time, be co-opted onto the Forum, or any working group set up by the Forum.

Travel

The travel expenses for members of the Forum will mirror that for employees of Bristol City Council employees, and any update to the Employee Expenses policy will therefore automatically be reflected in this scheme. The current approved rates are as follows –

| | |
|-------------|---|
| Car | 40 pence per mile for the first 10,000 miles 25 pence per mile over 10,000 miles |
| Motorcycles | 24 pence per mile |
| Bicycles | 40 pence per mile * |

* The Bristol City bicycle allowance is 0.40 pence per mile. As this is above the HMRC approved rates, claimants will be liable to taxation for a "benefit in kind"

All claims for fuel must be accompanied by a VAT receipt for fuel. This receipt must be dated prior to the date of the first claim. The receipt must show it was for fuel, have the date, name of the supplier and total price paid. Receipts must be for sufficient fuel to cover all the miles claimed (£10 for every 100 miles). Any claim after 1 April 2006 not accompanied by a fuel VAT will be reduced by the VAT element (that is by approximately 1.5 pence per mile).

Car parking fees will be reimbursed subject to a receipt being included with the claim.

Claims for bus fares must be accompanied by a bus ticket.

Cover costs

The cost of necessary supply cover will be reimbursed to the school for **daytime** attendance at Forum meetings, of primary, nursery and special headteachers. This should be paid by the school and claims should be emailed to Geraldine Mead (geraldine.mead@bristol.gov.uk).

Care arrangements

Care costs will be reimbursed up to a maximum of £10.00 per hour per dependant, payable on submitted receipts, for –

- Child care
- Elderly or dependant relatives

Other costs

Members may also claim reimbursement of reasonable expenses incurred when carrying out their duties, for example –

- Telephone charges
- Photocopying
- Stationery
- Subsistence
- Printing costs (3 pence per sheet)
- Any other justifiable expenses

If you are unsure please check with the Chair.

Claims should be submitted to CYPs Finance Team using the attached proforma.