

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Employment

2.8 Travel & Subsistence policy

Policy statement

Staff travelling during the course of their work at Rainbow Pre School can expect to be reimbursed for reasonable expenses incurred, e.g. mileage. This policy sets out what staff can claim, how much and the process for claiming.

The aim of this policy is to provide clear guidelines for staff travelling during the course of their work. The policy will set out; what they can claim, and how they can be reimbursed for necessary costs, which they would otherwise not have incurred.

EYFS key themes and commitments

List in the boxes below, which key commitments of the EYFS this policy or procedure will be relevant to.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health & wellbeing	2.3 Supporting learning	3.4 The wider context	

Procedures

Travel is generally not necessary in the performance of the duties of the employment for staff employed by Rainbow Pre School, however, from time to time; staff may need to travel, for example, to attend a training course or home visit.

1 Public transport

Staff are encouraged to use public transport whenever possible (if appropriate) for business journeys. If no public transport is available (or it is not time or cost effective), staff should use their own car.

2 Use of own car

If staff use their own car for a business journey they must ensure that they have the appropriate insurance cover and a valid driving licence. In claiming business mileage on an

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expense claim form, staff will confirm that they have such cover and will maintain such cover for any future business journeys.

3 Car Sharing

Sharing a car with others is an effective way to reduce cost and carbon emissions. Staff traveling to the same venue at the same or similar times, are encouraged to travel together.

4 Mileage rate

The mileage rate is set by Rainbow Pre School and is to cover the cost of fuel used only, as staff are generally not required to travel, or own a vehicle in the performance of their duties.

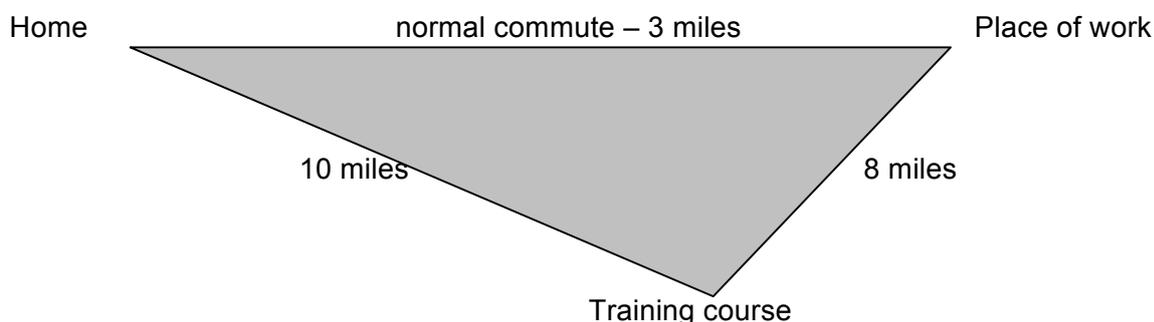
The mileage rate claimable by staff is the HMRC Advisory Fuel Rate, which can be found on the Government website: <https://www.gov.uk/government/publications/advisory-fuel-rates>

5 Excluding normal commute miles

Staff will only be able to claim extra mileage incurred, so they should deduct any miles incurred in their usual travel to work.

Example

A business journey from home to a training course and then to the place of work as illustrated below:



The 10 miles to the training course (minus the 3 miles of the normal commute) are claimable (7 miles), as are the 8 miles from the training course to the place of work. A total of 15 miles are claimable.

6 Parking and other expenses

Costs of parking charges will be reimbursed, with a valid ticket. Any fines or penalties incurred for motoring or parking offences will not be reimbursed under any circumstances and are the responsibility of the member of staff. Other reasonable out of pocket expenses will be considered, provided they are supported by a receipt (e.g. coffee/tea at a training course).

7 Claiming

Staff should make a note of all expenses incurred in the course of their work and put in a claim on an annual basis due to expenses being minimal. Receipts or car parking tickets

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should be provided where possible (excluding mileage claims). The claim form which should be used is attached as Appendix 1.

Legal framework

This policy takes account of HM Revenue & Customs (HMRC) regulations

Due to the infrequency of staff having to travel in the course of their work at Rainbow Pre School, all mileage or other out of pocket expenses paid to staff will be exempt from Tax or National Insurance liability.

In order to ensure that staff are not subject to tax or National Insurance liability for mileage allowance payments, we will ensure that the following conditions are satisfied;

- payments are made at a 'pence per mile' rate
- payments are only made for travel that counts as business travel for the employees concerned
- payments are only made in arrears
- payments for each business mile are made at rates at or below the current rates for tax.

This policy was adopted at a meeting of	Rainbow Pre School
Held on	09/05/2019
Date to be reviewed	2021/2022

Signed on behalf of Committee	_____
Names of signatories	Lisa Brown & Lucy Daybell
Roles	Co-Chairs