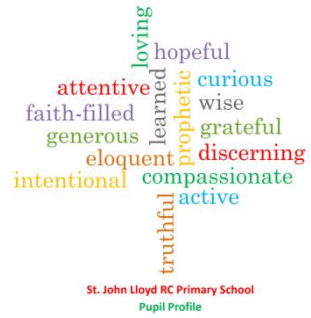


# Ysgol Gynradd St John Lloyd RC Primary School

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## St John Lloyd RC Primary School - Additional Payment Policy (Staff Expenses)

This document sets out the expenses that staff are able to claim for.

For the purpose of this document, 'staff' refers to all individuals employed

General Staff will be reimbursed for any 'reasonable' expense incurred in carrying out their duties.

Reasonable expenses can be defined as:

1) Mileage expenses – the use of own car on school business (excluding to and from work mileage)  
\*Staff must complete their own travel claim forms and submit them to the Office Manager on a timely basis. Mileage should be calculated on the basis of claiming only additional mileage travelled, i.e. normal home-to-school mileage must be deducted from each journey. All travel claim forms must be verified by an individual who is not approving the claim, staff cannot verify their own travel claim forms

The general expectations for transport claims are that;

\*Journeys are necessary

\*Travel is by the shortest reasonable route.

Evidence may be required to support 'cheapest' quotes (i.e. comparison of train fares). Taxis fares should be avoided unless agreed prior to the journey.

2) Parking expenses – whilst on school business

3) Subsistence – where staff have incurred 'additional' expenses in the course of their work that are subject to prior approval by SLT. Payments of gratuities and purchase of alcoholic beverages are the personal responsibility of the individual concerned and will not be reimbursed

4) Resources - All school items should be purchased via the Office Manager. Only through prior authorisation with SLT can any items bought as resources be reimbursed. Everyday consumables must be ordered through the school ordering system/ budget.

All receipts MUST be attached to claim forms