



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

School Based Supervision Travel Policy



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Appendix 1: Lecturer's Account of Travelling and Incidental Expenses – School Based Supervision.



1.1 Introduction

Lecturers will be reimbursed for all reasonable expenses incurred while on School Supervision Duty upon completion of the relevant Lecturer's Claim Form - see Appendix 1.

The claim must, where applicable, be supported by receipts and approved by the Manager of School Based Work.

1.2 Lecturers Travel and Incidentals in relation to School Supervision Duty

All expense claims must be submitted on a Lecturer's Claim Form to the Schools Desk, a copy of which is included at Appendix 1.

The relevant lesson observation reports should be forwarded also to the Schools Desk upon completion for checking and authorisation by the Manager of School Based Work.

Schools Desk will ensure that the lesson observation reports have been received prior to the approval of the appropriate travel expenses claim as expenses will not be authorised until these reports have been received.

All non School Supervision Duty travel should be claimed separately following the guidance and using the claim form referred to in the Travel and Subsistence Policy.

1.3 Car Mileage

In accordance with Inland Revenue regulations, the first 10,000 business miles travelled by a member of staff in his/her own car will be reimbursed at a higher rate than any business miles travelled in excess of that figure. The rates that will be reimbursed are set annually by the Inland Revenue. The current approved rates are shown in the table below.

Mileage	Rate
Up to 10,000 miles	40.0p per mile
Over 10,000 miles	25.0p per mile

Mileage will be paid at the applicable rates as documented in the travel and subsistence policy. Normally mileage claims will be paid only for journeys that start and end at the College. However, if a member of staff starts and/or ends the journey at their home, and the distance travelled is less than the distance that would have been travelled had the journey started and ended at the College, then the lesser distance will be paid.

1.4 Insurance

As the College does not provide car insurance cover for staff using their own vehicles, staff are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with College business. A copy of the relevant section of the policy should be forwarded to the Finance Office.

The mileage rates payable by the College includes an element to defray the cost of insurance as well as vehicle depreciation, fuel etc.

1.5 Overnight Stays

Expenses in relation to overnight stays will be reimbursed provided that these expenses have been incurred for a valid reason **and** that the total cost of the accommodation, subsistence and travel to and from the schools is less than would have been claimed if the



lecturer was travelling from their home each day. Details of applicable rates for hotel accommodation and subsistence can be found in the Travel and Subsistence Policy.

Prior written approval for overnight stays detailing the total amount allowable must be obtained from the Manager of the School Based Work. The relevant line manager must also be advised by the School's Desk regarding staff who have agreed an overnight stay on School Supervision Duty activity.

Receipts must be provided for all expenditure claims. A copy of any written approval to incur expenditure related to an overnight stay must accompany the travel claim form.

1.6 Subsistence Rates

The subsistence rates listed below represent the maximum permissible rates available to be claimed to cover meals purchased by staff who are required to work at a location that is more than five miles away from both their home and their normal place of work. This is claimable only when no meal is provided at the location being visited.

Length of Absence	Current Rate
More than 5 hours	Up to £4.25
More than 10 hours	Up to £9.30

Receipts are required for this expenditure.

The College will only bear the cost of accommodation and other travel and subsistence costs required for business purposes and will not meet the costs associated with any extensions to a stay for personal reasons or for accommodation and other travel and subsistence costs provided to a spouse or other family members.

1.7 Importance of Original Receipts

Whatever the expense being claimed, it is essential that the claimant submits original receipts with the appropriate claim form. The claimant must prove whatever out of pocket expenditure is being reclaimed. For reimbursement purposes:

- A receipt must clearly identify what has been paid.
- A credit card counterfoil is not acceptable as a receipt;
- A photocopy of a receipt is not acceptable as a receipt

1.8 Timescale for claims

Expense claims must be submitted within one month of school supervision ending. Reimbursement may not be made for claims received after the expiry of the time limit unless a satisfactory explanation is provided. As our year-end is 31 July claims received after 31 August are particularly at risk of not being paid as the expenditure would not be charged to the correct accounting period.

Payment will normally be made by the Finance Department within 30 days of receipt of the appropriately approved and documented claim.

1.9 Further Queries

Further queries in relation to this policy should be addressed by the Finance Manager.



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Dr Anne Heaslett

Principal

Date

Review Date: February 2011

For distribution to: All Staff

Appendix 1 – Lecturers Claim Form

STRANMILLIS UNIVERSITY COLLEGE

LECTURER'S ACCOUNT OF TRAVELLING AND INCIDENTAL EXPENSES - School Supervision Duty

Name (Block letters):

Private address:

Make and cc of car:

I declare that the expenses charged herein have been necessarily disbursed by me solely on School Supervision Duty, and that the personal expenses charged are in strict accordance with the authorised allowance. Signature:

TP Detail			Depart time	Return Time	Journey – and school visited (separate line for each)	Miles	Allowances Claimed		
Date	Year of training	No of students					Subsistence £	Other Expenses £	
Visits certified						Totals of this sheet			
Payment approved						Totals B/fwd			
						Totals			
						Grand Total			