Staff Travel Policy

St Vincent's School, A Specialist School for Sensory Impairment and Other Needs

Last reviewed on:	October 2026
Next review due by:	October 2027

- All journeys undertaken must be authorised in advance, and all claims certified by your Line Manager or in his/her absence their Line Manager.
- Wherever possible school vehicles should be used.
- When such vehicles are not available then, wherever practicable, public transport should be used i.e. standard class rail or coach/bus travel.

  Note: The expenses incurred in the above forms of transport will be fully reimbursed. All reasonable return travel costs from station to venue will also be reimbursed. Receipts/tickets must accompany all claims for reimbursement.

- Where journeys of substantial distance are involved, it may be more economical to use a hired vehicle. Accordingly, all such journeys should be discussed with your Line Manager as far as possible in advance to enable this option to be explored. You must not hire vehicles for this purpose. If this option is used it will be completed through the Finance Manager.
- Where the above arrangements are not available or not practicable then private vehicles may be used, subject to several requirements, which protect the individual and the CBI, being met:

  [i] you must produce your driving licence to the Office Manager and a copy held on file.

  [ii] you must produce your insurance certificate/schedule showing clearly that you are insured to use the vehicle for business purposes. This is ordinarily expressed along the lines of 'use by the policyholder in person [*and/or spouse/named driver*] in connection with [*his or her*] business'.

  [iii] where the vehicle is more than three years old, or otherwise requires one, a valid test certificate must also be produced.

  Note: If these conditions are not met then the vehicle must not be used for business travel and appropriate rail, or coach/bus fares will be payable.

- The mileage allowance payable to all staff using private vehicles, whatever their engine size, on authorised business and meeting the above criteria will be: 40 pence per mile.
- Claims for reimbursement must be on the appropriate form, available from the Office Manager, and must be submitted within six months of the date of travel. However, claims

must be submitted not later than three months after the end of the financial year to which they refer.