Grace Foundation Travel Expenses Guidance

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Mileage

- If you use your own car for Company business, you may claim back business mileage at the HMRC-approved rate (currently 55p per mile).
- For electric vehicles, the HMRC-approved rate is also 55p per mile. For company vehicles, the HMRC-approved rate is 18p per mile.
- Mileage claims are only payable for business journeys where the employee is driving their own car. Personal mileage cannot be claimed.
- A journey is considered business mileage if it is undertaken in the performance of your duties, or if you are required to travel to a location in order to carry out those duties.
- A journey is not business mileage if it is ordinary commuting. Ordinary commuting is travel between home and your permanent place of work, and this can never be claimed, even if it occurs outside of normal working hours (e.g. evenings or weekends).
- When calculating mileage, you must deduct your normal return journey to your permanent place of work.
  - *Example*: If Ceri’s return trip to an Academy is 30 miles, but her usual return journey to the Gate is 10 miles, she may only claim 20 miles (30 - 10), i.e. 20 miles × £0.55 = £11
- If car-sharing is arranged with other employees (which is encouraged), the driver may claim an additional 5p per mile per passenger. This does not apply to non-employees such as suppliers, contractors, or business contacts.
- It is not possible to reclassify an ordinary commuting journey as a business journey simply by arranging a meeting en-route or stopping to carry out business tasks.
- Claims must include a full description of the journey, stating the business purpose, meeting details, and location.
- Expense claim forms must be submitted within 90 days of the journey.
- Employees are responsible for ensuring their car is adequately insured for business purposes. Grace Foundation will not reimburse insurance costs, excess payments, or claims brought against you. The mileage allowance is intended to contribute towards additional insurance costs.

Train Travel

- Where possible, train tickets should be purchased in advance by submitting a PR form to Finance with details (destination, date, preferred times, etc.). The finance team will arrange purchase using the Company credit card.
- If advance purchase is not possible, employees may purchase their own ticket and reclaim the cost by submitting an expense claim with the original receipt or ticket.
- Standard Class rail travel must be used wherever possible, taking advantage of the most economical fares (e.g. returns, fixed-time tickets).

Taxis

- Taxis may only be used for business journeys where a more cost-effective option is unavailable.
- Employees should pay the fare, obtain a receipt, and submit an expense claim for reimbursement.
- Claims without a receipt cannot be reimbursed. Grace Foundation will not reimburse tips.

Parking

- Reasonable parking expenses incurred on Company business will be reimbursed.
- Claims must be supported by a receipt or parking ticket.

Tolls

- Toll fees incurred during business journeys where necessary will be reimbursed if supported by a receipt.

Fines and other costs

- Grace Foundation will not pay for speeding fines, parking fines, or any other penalties and associated costs incurred while travelling on Company business.