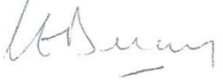




BPET Expenses Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	September 2024
Renewal period	3 Years
Review Date:	1 September 2027

1.0 Bellevue Place Education Trust – Our commitment

Learn, Enjoy, Succeed

BPET is a growing family of autonomous schools that strive for excellence for the communities they serve. Our staff are empowered to balance academic rigour and curricular breadth to inspire confidence, creativity and respect. Our pupils are at the heart of everything we do as to LEARN, ENJOY and SUCCEED.

LEARN

We offer a breadth and ambition of provision that supports an exceptional academic education, nurturing every child's learning journey – regardless of ability, background or special educational needs – and helping them develop a lifelong passion for learning.

ENJOY

We believe learning should be enjoyable, and that through this enjoyment children develop life-long learning habits. We achieve this by creating opportunities for all children to reach their full potential at school, and to enjoy school life – helping to ensure pupils grow into happy, independent and confident learners.

SUCCEED

We strive for excellence, aiming to ignite ambition, aspiration, pride and a desire to contribute to society. We prepare our pupils to approach life with confidence, purpose and integrity.

Working together: the BPET way

We achieve far more by learning, supporting and collaborating within and across our network of schools and communities. We do so with an unwavering and shared commitment to equality, diversity, inclusion, and respect.

1 Expenses covered by the policy

1.1 The following types of expenditure can be claimed for within this policy by Staff, Consultants, Trustees and Governors in respect of expenditure incurred by them:

- Car travel on BPET or school business (including meetings and training) which will be paid at the HMRC approved rate per mile at the time of the claim. This is currently:
 - 55p per mile for the first 10,000 miles;
 - 25p per mile for each mile over 10,000.

The mileage paid will be calculated based on the shortest route;

- Public transport costs incurred as part of BPET or school business (including meetings and training). Unless the cost of 1st class travel would be cheaper than standard class for a journey over an hour, 1st class travel is not covered by the policy;
- Reasonable subsistence costs incurred when attending meetings on behalf of the BPET or school or training events, that cannot be claimed from another source. Claims will be capped at a maximum amount of £15 for Breakfast, £15 for lunch and £25 for the evening meal;
- Reasonable telephone charges, photocopying, stationery, postage etc;

- Any other justifiable expenses which have been incurred whilst acting on BPET or school business

2 Making a claim

- 2.1 Those wishing to make a claim should obtain prior approval from the Marwa Sadek, BPET Finance Director before incurring the expenditure. Claims must be made within four weeks of the expense being incurred and must be made on BPET or school's expenses form appended to this policy. All claims must include evidence of the expenditure, i.e. receipts.
- 2.2 Payments will be made by BACS and will be subject to review by auditors.
- 2.3 A claim form can be obtained from either the school office, or the central team via finance@BPET.co.uk.