

Trainee Travel & Accommodation Expenses Policy

Audience:	Trainees on REACH Teach Primary Partnership Initial Teacher Training Courses REACH2 Staff
Ratified:	REACH2 Trust Board October 2023
Other related policies:	Trainee Progress and Attainment (attendance)
Policy owner:	Gill Ellyard, Director of Education
Review:	Every 3 years

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.





Policy Overview	4
Policy In Detail	4
Travel and Accommodation Criteria	4
Travel: What You Can Claim (Guidance for trainees)	4
Accommodation: Opt-in	6
Extenuating Circumstances	7
Policy Review	7
APPENDICES	8
Appendix A – Procedure for Submitting Travel Expenses	8
Appendix B – Claim Form	9
Appendix C – Evidence Required	10
Appendix D – Google Maps ‘via’ example	11

Policy Overview

While studying for academic qualifications with any UK Higher Education provider, it is usually an expectation that students cover their own travel costs. However, REAch Teach Primary Partnership acknowledges that the location of in-person elements of our training programme can mean that some trainees travel further than others. In order to be equitable across the cohort, we will contribute towards trainee travel expenses where journeys to in-person training events exceed certain parameters as laid out in this policy.

The aim of having a trainee travel and accommodation policy is to ensure consistency, fairness and affordability.

The policy is written with the following principles in mind:

- This policy covers travel to in-person events only (not placement schools, see note below)
- Trainees only claim travel costs and accommodation if they need to
- Accommodation is via an opt-in, and always booked by the REAch Teach team. This will not be expensed separately.
- Trainees always travel via the cheapest possible method.
- All tickets are booked as far in advance as possible.
- All costs of travel options are considered before making a booking.
- If trainee circumstances change, and accommodation or travel is no longer needed, REAch Teach will be informed as soon as possible.
- In line with the REAch 2 strategic priority of Sustainability, travel by train or car-sharing is encouraged wherever possible to minimise the environmental impact of training events.

Policy In Detail

Travel and Accommodation Criteria

This criterion has been based on the distance travelled for car transport and the equivalent costs for public transport. To check eligibility, trainees must calculate the distance from their school to the venue to which they are travelling.

To calculate this, trainees must:

- Use Google Maps.
- Use your school postcode as the starting point.
- Use the postcode of the event you are travelling to (this may change for each event).
- Use the shortest return distance in miles.

When claiming you will be asked to confirm these details, including your school postcode, as part of the expenses process.

Travel: What You Can Claim (Guidance for trainees)

Travelling by Car

The driver of the car can claim if their school is more than 25 miles from the venue. Any miles travelled in excess of 50 miles (return) can be claimed for at 20p per mile.

- Example 1: Your school is 40 miles from the training venue, so you will do an 80-mile return trip. Therefore, you can claim 80 miles at 20p = £16 in expenses
- Example 2: You live 10 miles from the venue, so you will do a 20-mile return. As you will not travel over 50 miles in total you are not entitled to claim any travel costs

HMRC Guidance can be found [here](#).

Car-sharing

If eligible to claim (as per above criteria), the driver of the car is able to claim for any passengers in the car at a rate of 5p per passenger per mile. These should be added to the claim form as per the process in Appendix 1.

Driver's responsibility

It is your responsibility to ensure that you comply with your Motor Vehicle Insurance Policy and all other regulations. You will be required to send a copy of your Motor Vehicle Insurance certificate to the REACH Teach team before being eligible to claim for any expenses. REACH2 accepts no liability for loss of, or damage to, vehicles being used on travel to training events. If you car-share, please ensure your Motor Vehicle Insurance Policy covers you for this kind of travel and ensure your car is road worthy. It is your responsibility and REACH2 does not take responsibility for these journeys, for either the driver or the passenger.

Fines

REACH2 will not meet the cost of fines incurred by individual for motoring or parking offences while training with REACH2.

Note about travel to placement schools

- Trainees are responsible for arranging their own travel to and from placements. REACH Teach will not pay travel expenses in order for trainees to reach placement schools.
- REACH Teach will endeavour to provide trainees with the best and most appropriate placements available and trainees accept placements with a full responsibility for funding their travel to and from the placement school for the duration of the programme.
- REACH Teach Primary Partnership reserves the right to place trainee teachers in any of its partnership schools/settings but will always endeavour to do so in such a way that access to placements is reasonable.
- All trainees may be expected to make journeys of up to 60 minutes duration from their home address to reach a placement.

Travelling by Public Transport (bus, rail, tram or tube)

If you are travelling by public transport you can claim any cost over £10 if:

- You booked the travel in advance of the event
- You booked the cheapest options available
- You did not travel first class
- You can provide a copy of all tickets/ticket booking confirmation being claimed for. This must clearly state the journey, date of journey and the price paid

Please note: The amount is set at £10 because this equates to 20p per mile for 50 miles and is therefore in line with the policy for car travel.

Notes on rail travel

Rail travel should be second class or evidence provided that the most cost-effective way to travel was used. First class rail travel is only permitted where it can be clearly evidenced that it is the cheapest ticketing option of all available tickets.

Most travel can be pre-booked which usually cost significantly less than purchasing a ticket on the day of travel; booking travel in advance will always be the preferred method of booking. Significant savings can be obtained by specifying outward and/or return journeys at time of booking.

The training timetable for the year is provided before the academic year commences, however, REAch Teach may need to make adjustments to this schedule due to unforeseen circumstances through the year. Most tickets are able to be amended or refunded with advance notice, and trainees would be expected to make all reasonable efforts to do so in advance of the original travel date. In the unlikely event this is not possible, REAch Teach will cover the expenses of the unused travel. Please note: This will not apply if there have not been attempts by the trainee to cancel or amend the travel in advance (i.e. once the travel date has passed); the team reserve the right to ask for evidence that this has been attempted in advance of the travel date as part of the claims process. Please take screenshots or save communications as part of evidence for this.

Parking

This policy does not cover any parking expenses. Parking will not be refunded. Please consider parking costs when deciding how you will travel to your events.

Taxis

This policy does not cover any taxi expenses and these will not be refunded. Please consider connection costs when deciding how you will travel to your events.

Accommodation: Opt-in

You are eligible to opt-in to accommodation for events that last for 2 days or more (e.g. Summer induction or Intensive Training and Practice events) if you live more than 70 miles from the venue.

- Example 1: You live more than 70 miles the venue which will be a 140 mile round-trip. You can opt-in to accommodation which will be booked for you by contacting the REAch Teach team.
- Example 2: You live 50 miles from the venue. As you do not live 70 miles or more from the venue you cannot opt-in to accommodation and will be expected to travel to the venue each day.

If you are eligible, you can opt-in for:

- Accommodation the night in-between the training days for training events that last more than one day.



If you meet the criteria for accommodation, it is your responsibility to ensure you opt-in to accommodation by the deadline. You will be contacted by the REAch Teach team prior to events to arrange this. If you do not opt-in by the deadline, REAch Teach reserve the right not to book or pay for accommodation. REAch Teach will not pay for any accommodation booked directly by trainees.

[Extenuating Circumstances](#)

The travel and accommodation policy will apply to most trainees. However, if you are in need of reasonable adjustments, please ensure you discuss this with your Regional ITT Lead.

Policy Review

The Trainee Travel & Accommodation Expenses Policy will be reviewed every 3 years or sooner, taking into account any legislative changes. Any changes made to this policy will be communicated to all relevant stakeholders.

APPENDICES

Appendix A – Procedure for Submitting Travel Expenses

Travel Expenses Procedure

Please complete the following steps to submit your travel expenses.

1. Using the Excel Sheet provided and [here](#).
2. Complete the “Details of payment” section including all relevant postcodes and mileage calculations. If you are picking up other people, please use the ‘via’ function on Google maps to confirm mileage. Then state this on the ‘from address’ field on the form i.e. NR32 4JF to IP2 OSA (see Appendix 4).
3. Expenses should be submitted to reachteach@reach2.org with the subject field showing “EXPENSES”. Claimants should endeavour not to submit claims for less than £50 unless they represent the total of expenses in a six-month period. Please note: expenses received after 6 months will not be processed. If there is any incorrect or missing information or you do not provide the correct evidence this may delay payment. Please ensure you complete the form carefully.
4. Your expenses form will be verified by the Reach Teach team and then sent to Finance for payment.
5. Please ensure that when submitting your claim, you scan, number, and include ALL receipts relating to the claim. Any additional paperwork that you have to support your claim should also be included. Once processed, this will be paid on or before the 21st of the month. You will receive a remittance advice shortly before payment.

Appendix B – Claim Form

REACH2 Trainee Expenses Claim Form

REACH2 Trainee Expenses Form

Vehicle Fuel Type Engine Size	
Name	
Mentor	
School/Headteacher	
Date	



Period
From _____
To _____

No	Date	Description of expense	Further Explanation	Receipt No	Expense Category / Type	Name of Department	Rate Per Mile	Business Miles Travelled	Business Miles Cost £	Gross £	VAT?	VAT £	NET £
EG	01/09/2019	Travel to Hemhurst Ridge	Mileage for EP meeting	No receipt	Travel Mileage	SCITT TRAINEE	0.20	0	£ -	-	Y OR N*	-	-
1						SCITT TRAINEE	0.2		£ -				
2						SCITT TRAINEE	0.2		£ -				
3						SCITT TRAINEE	0.2		£ -				
4						SCITT TRAINEE	0.2		£ -				
5						SCITT TRAINEE	0.2		£ -				
6						SCITT TRAINEE	0.2		£ -				
7						SCITT TRAINEE	0.2		£ -				
8						SCITT TRAINEE	0.2		£ -				
9						SCITT TRAINEE	0.2		£ -				
10						SCITT TRAINEE	0.2		£ -				
11						SCITT TRAINEE	0.2		£ -				
12						SCITT TRAINEE	0.2		£ -				
13						SCITT TRAINEE	0.2		£ -				
14						SCITT TRAINEE	0.2		£ -				
15						SCITT TRAINEE	0.2		£ -				

This section must be complete or form will be rejected

Business Mileage b/f from previous claim	0
Business Miles this claim	0
Business miles off	10,000

- £ - - -



Appendix C – Evidence Required

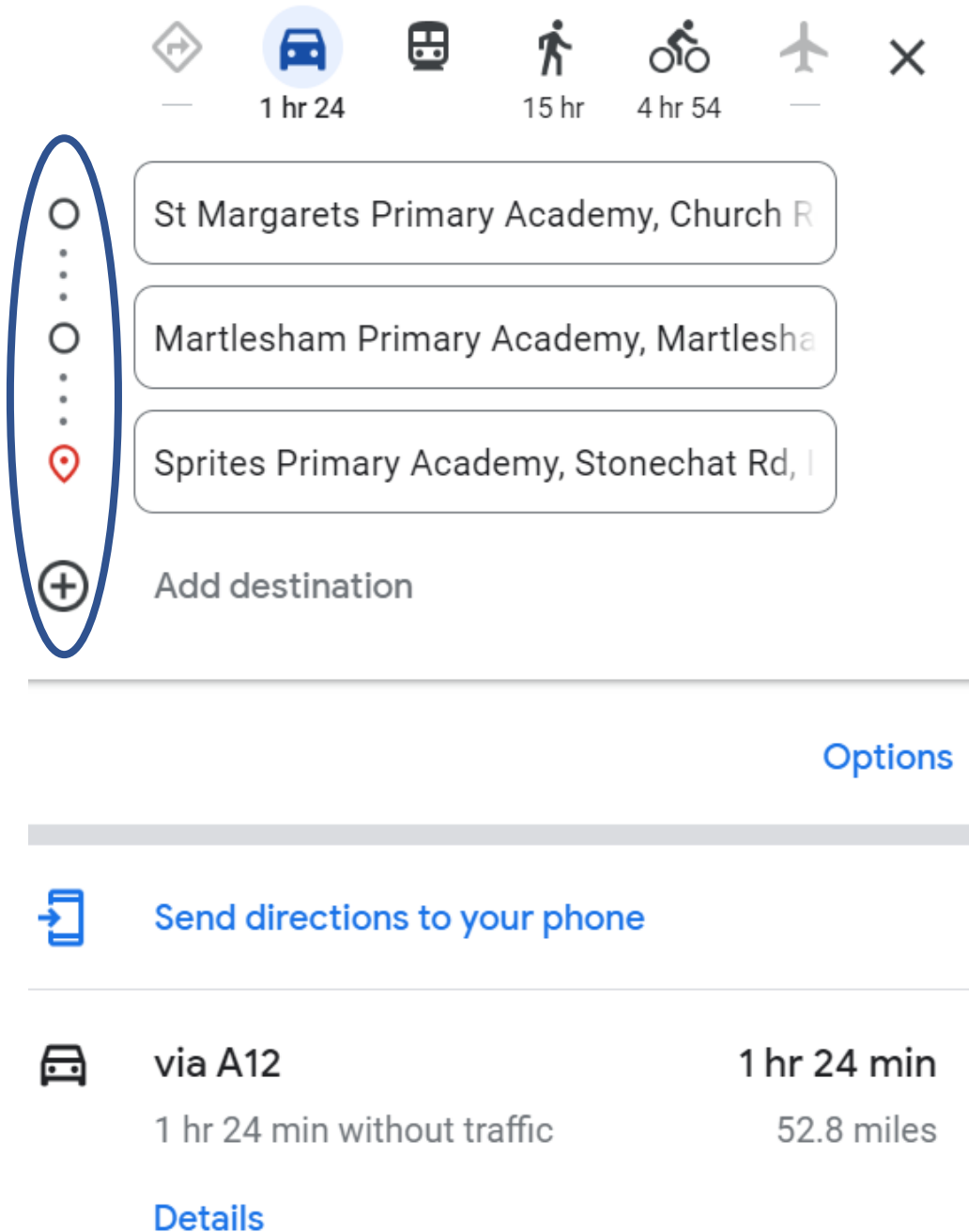
Travel by car (mileage claim only): No additional evidence required. All submissions will be checked by the REAch Teach team for accuracy based on the training schedule and attendance records.

Travel by Public Transport: Copies of all tickets or booking confirmations. These must clearly state:

- Journey route (from-to)
- Journey date
- Cost

Please note for use of contactless cards within London – you might need to register your card with TFL in order to track journeys and therefore claim. A bank statement will not be sufficient.

Appendix D – Google Maps ‘via’ example





— 1 hr 24 15 hr 4 hr 54 —

- St Margarets Primary Academy, Church R
- Martlesham Primary Academy, Martlesha
- Sprites Primary Academy, Stonechat Rd, I

+ Add destination

[Options](#)

 [Send directions to your phone](#)

 **via A12** **1 hr 24 min**
1 hr 24 min without traffic 52.8 miles

[Details](#)