



<b><i>Policy Title</i></b>	Expense Claim Policy
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<b><i>Reviewed By</i></b>	Ruby Sutherland
<b><i>Approved By Finance and Resources Committee</i></b>	Summer 2018
<b><i>Date of Approval by Governing Body</i></b>	Summer 2018
<b><i>Version Approved</i></b>	Summer 2018
<b><i>Date of Next Review</i></b>	Summer 2019

#### **Revisions Table**

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Edited by</i></b>
Summer 2018	Summer 2018	Ruby Sutherland

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.



## EXPENSE CLAIM POLICY

**Date of Next Review: Summer 2019**

### **1. OVERVIEW**

- 1.1 All expenses must be wholly and exclusively for the benefit of Fulham Boys School.
- 1.2 Whenever purchasing goods or services the claimant must always look for the most cost effective way of procurement. Travel should always be at standard class.
- 1.3 All expenses must be submitted on the standard Fulham Boys School claim form and be backed up with original invoices for the purchases (credit card slips are not acceptable).
- 1.4 The claim form must be signed by the claimant and approved by the appropriate officer (as listed below).
- 1.5 Expenses will be settled at the end of the calendar month of claim by bank transfer to the claimant.
- 1.6 Smaller purchases of less than £10 may be claimed on production of an invoice /receipt from petty cash.
- 1.7 The school reserves the right to disallow claims which are outside the terms of this policy.
- 1.8 If any member of Staff or Governor requires advice on making a claim they should contact the Head of Finance and Operations before submitting the relevant claim.

### **2. EXPENSE APPROVAL LIMITS**

2.1 The following approval limits shall apply for all staff:

Limits	Approvals
£1 - £499	Headmaster or Deputy Headteacher
£500 to £4,999	Headmaster or Member of Finance & Resources Committee
Over £5,000	Any 2 members of the Finance & Resources Committee

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2.2 The following approval limits will apply for the Headmaster

Limits	Approvals
£1 - £499	Member of Finance & Resources Committee
£500 to £4,999	Chair of Finance & Resources Committee
Over £5,000	Any 2 members of the Resources Committee

2.3 The following approval limits will apply for Governors

Limits	Approvals
£1 to £4,999	Chair of Finance & Resources Committee
Over £5,000	Board of Governors

2.4 Note – No person can approve their own expense claim.

### **3. REVIEW OF EXPENSES**

3.1 Any expense claim submitted may be reviewed by the Head of Finance and Operations who will inform the Board of any breach of expense policy.