



Northern Parade Schools

& Resource Base for Sensory Impaired Children

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Reimbursing Staff expenses procedure: 2019

At Northern Parade Schools we value the need for the school budget to pay for all essential resources, training and travel. We do not want any member of staff to pay for these using their own money however there are occasions when this is necessary and the school will reimburse individuals for that expenditure.

All requests for reimbursement of any moneys **MUST** be agreed with the School Bursar **BEFORE** the expense has occurred.

School staff may be reimbursed for the following items:

1. Resources purchased for their year group, providing they have a full VAT receipt and they cannot be ordered through the school or would be more expensive through school purchasing.
2. Travel expenses for a train/bus/tube ticket and petrol, where a public transport ticket cannot be pre-purchased.

A full VAT receipt is required for all payments.

It is not expected that staff will claim for short car journeys.

PCC travelling and subsistence expense claim form must be used to claim petrol money.

3. Food, the school kitchen should be used wherever possible, however items purchased for a year group party or cooking activity, will be reimbursed to an agreed amount providing a full VAT receipt is provided.
4. Meals, the school kitchen should be used wherever possible; however an allowance will be agreed by the bursar for a multi-day course where no food is provided (for an evening meal)
5. Refreshments, the school kitchen will provide these. The school budget may not be used for drinks, snacks or lunches.

All training costs must be paid for through the school finance system.

The small school minibus is available for work related journeys for those who have passed their MIDAS training.



Achievement for All

