



Gifts and Expenses Policy

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Version	0.1
Author Initials	SW
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(This policy supersedes all previous)



Amendments

Policy Date	New Version Number	Summary of change	Comments

GIFTS AND EXPENSES POLICY

1. Principles

The purpose of this policy is to ensure that employees conduct themselves, and are seen to be conducting themselves to the highest standards of ethics and integrity. In certain circumstances, breaches of this policy may be addressed under the Disciplinary Policy.

- 1.1.1 Staff are entitled to reimbursement of expenses incurred whilst on business related to Education South West.
- 1.1.2 This policy protects the employees and Education South West.

2. Policy and Procedure

2.1 Gifts

- 2.1.1 All members of staff are required to declare to the ESW Trust Business Manager any gifts received from a commercial organisation by a member of staff with a value over £25. All such gifts are deemed to be donations to ESW and are retained by ESW for fundraising activities.
- 2.1.2 In the situation where a member of staff is offered hospitality, wherever possible the acceptance of this hospitality must be approved (via email) by the Chief Executive Officer, in advance of the event. In every case, the acceptance of hospitality must be declared by email to the ESW Trust Business Manager, and the reason and the third party disclosed.
- 2.1.3 All forms of bribery are strictly prohibited. If a member of staff is unsure about whether a particular act constitutes bribery, raise it with the ESW Trust Business Manager.
- 2.1.4 Specifically, staff must not give or offer any payment, gift, hospitality or other benefit in the expectation that an advantage will be received in return, or to reward any business received; or accept any offer from a third party that is made with the expectation that ESW will provide a business advantage for them or anyone else.

2.2 Expenses

- 2.2.1 All bookings for travel and accommodation for staff must be made via the ESW Purchasing Team/local administrator(primary) who will seek best prices. Failure to do this permits the Chief Executive Officer/Principals/TBM to elect not to reimburse costs incurred directly by a member of staff for travel or accommodation.
- 2.2.2 An authorised (by line manager) expense claim form is submitted with receipts for all expenditure attached. Where receipts are not attached, the claim will be referred to the Academy Principal/ESW Business Manager for review who at his/her discretion can countersign the claim, or may refuse to reimburse the claim.
- 2.2.3 Claims for subsistence vary depending on where a member of staff might be staying. Reimbursement for subsistence is made to maximum of £15 for breakfast or lunch, and £25 for evening dinner. If it is necessary to claim for more than these standard rates, then the member of staff will require the countersignature of the Academy Principal on their claim.

- 2.2.4 Receipts for subsistence must be itemised. Where this is not the case the claim will be referred to the Academy Principal/ESW Business Manager for review who at his/her discretion can countersign the claim, or may refuse to reimburse the claim. No claim for alcohol or cigarettes will be paid.
- 2.2.5 When staying in hotel or conference accommodation where the only means to access the internet is to pay the hotel or centre charge, this may be reimbursed on presentation of a receipt.
- 2.2.6 Claims for using public transport or car-parks which could not be pre-booked may be reimbursed with a receipt.
- 2.2.7 Staff or interview candidates using their own vehicle are reimbursed at the rate set by HMRC for business mileage.
- 2.2.8 Any expenses not referred to in 2.2.1 to 2.2.7 may be claimed at the discretion of the Principal, a member of the Leadership Team, and/or the ESW Business Manager.

3. Review of the Policy

This policy is reviewed by the ESW Trust Board every three years.

July 2018