

Staff Overseas Travel Policy & Procedure

Approval for Travel

This policy sets out the procedures/protocol for overseas travel to legitimise the expenditure that will be agreed.

Overseas travel within Scholar's Academy Trust may happen for the following reason:

Staff professional development or for children on a residential trip.

All overseas travel must have a clear rationale in line with the above and teachers must outline the purpose, aims and expected outcomes of the visit whether it be for CPD or residential trips.

Upon return, a report will be submitted to the Trustees and to the Chair of the LGB within 4 weeks of return. A copy must also be submitted to the Governing Body at the same time.

Class of Travel

All travel will be funded at premium / economy class level although comparison with business class for the total package can be made.

Exceptions to this may be funded by school's budget holders for specific school purposes or to meet specific school member needs, e.g. work or health requirements, on a case-by-case basis.

Executive or Superior floors or rooms may be booked where price is not prohibitive or where health and safety might be an issue e.g. increased security.

All travel arrangements are to be booked through an ABTA registered agent.

Subsistence

Subsistence will be paid for at a maximum rate of £40 per day.

Alcoholic beverages are not included as part of the daily subsistence rate. Staff are not allowed to have any alcohol if the overseas visit is a residential for children.

All expenditure should be receipted and unspent money should be returned to school within 1 week of return to the UK if cash received from the school for the visit.

Staff should use their discretion about hospitality expenses, balancing need against cost and obtaining clearance in advance where possible.

Finance

Staff must apply at least two weeks prior to their travel date for any cash advances.

The cost of vaccinations, visas and related medication e.g. malaria tablets will be reimbursed.

All expenses must be receipted and submitted within 1 week of return to the UK.

Lieu Leave, Rest Days & Annual Leave

Staff may be entitled to lieu days and this must be agreed with the line manager prior to travel.

Staff are entitled to claim expenses (subsistence, accommodation) during programmed rest days, as on working days when abroad.

Staff may choose to take additional holiday while visiting overseas but only if it naturally ties in with the school holidays. This must be funded by the individual member of staff.

Travel Agent

All overseas travel including hotels must be booked through an ABTA registered agent to ensure best value and access to travel advice and support. Written consent from the Headteacher must be gained.

In individual cases alternative bookings, notably through the internet, may prove more cost effective. If this is the case, it must be completed through the office.

Travel not booked by an approved means will not be authorised/reimbursed.

Insurance

Visits by children and accompanied by school staff will be covered through the school insurance. Individuals travelling for CPD reasons must have their own insurance.

Emergency contact details will be provided for use in the event of any problems arising while abroad.

If ringing school, then this can be reimbursed but it is advisable that the school phone is used wherever possible to avoid costs. Exceptions to this may be emergencies e.g. a situation arising back in the UK; these will be permitted on a case-by-case basis and subject to confirmation after the event.

Where practical all telephone calls must be receipted.

Health and Safety

When travelling with children all school risk assessments must be filled in in line with residential trips and permission sought from the Governing Body and via the Evolve Portal from Health and Welfare for the County Schools.

Travel with Spouse/Partners/Dependents

If a member of staff chooses to travel with any of the above, all costs incurred are the responsibility of the member of staff and not the school. This, however, would not be allowed when travelling with children.

This policy forms the basis of all travel overseas and any amendments will need to be considered on case by case basis but the overall principles of the policy will apply to all visits.