GUIDANCE ON ALLOWANCES PAYABLE

Introduction
The following principles apply to every member of staff and board of NW Academy of English Limited to any budget used for travel and/or subsistence. It is the responsibility of management to ensure that staff understand and implement this policy.
In general, expenditure of this nature should be kept to a minimum.

Travel
In general terms, the requirement to travel on company business should be brought to the attention of management in advance for approval.

- Public transport taxis and car parking fees – all receipts should be included in the expenses claims.

Approved Mileage Rates

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Subsistence
It would seem consistent with previous practice to pay the travel and subsistence costs (including the costs of meal/accommodation where necessary) incurred by members of NW Academy of English Limited in performing their duties, where these are not met by the individuals' sponsoring/employing organisations.

When an employee is away on business and misses a meal, the company will reimburse the cost of this meal: when away overnight this could extend to breakfast, lunch and/or dinner. Such costs where incurred will be reimbursed on production of receipts etc submitted with the appropriate claim form.

Where accommodation is required for an overnight or longer stay, the costs of the company will make all necessary arrangements in advance. The costs of light refreshments etc incurred will be paid at the discretion of management provided the usual procedures are followed: costs will be reimbursed on production of receipts/tickets etc submitted with the appropriate claim form.

Reimbursement of childcare and other caring expenses incurred directly as a result of an individual's participation would also seem appropriate, and consistent with the aim of ensuring broad inclusivity among members of NW Academy of English Limited.

The above is to be reviewed at appropriate intervals by NW Academy of English Limited to ensure a professional system for administering expenses is maintained.

Reviewed: 13/02/2026

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to:
Francesca Giacomini-Operations and Marketing Director
francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773

Reviewed: 13/02/26