



## BPET Expenses Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	September 2024
Renewal period	2 Years
Review Date:	1 September 2026



Any other justifiable expenses which have been incurred whilst acting on BPET or school business

- 2 Making a claim
  - 2.1 Those wishing to make a claim should obtain prior approval from the Marwa Sadek, BPET Finance Director before incurring the expenditure. Claims must be made within four weeks of the expense being incurred and must be made on BPET or school's expenses form appended to this policy. All claims must include evidence of the expenditure, i.e. receipts.
  - 2.2 Payments will be made by BACS and will be subject to review by auditors.
  - 2.3 A claim form can be obtained from either the school office, or the central team via [finance@BPET.co.uk](mailto:finance@BPET.co.uk).