

lexia
Education Services
Changing the lives of young people



Expenses and Mileage Policy

Lexia Education Services Ltd
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Date of Implementation: 1st April 2021
Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

Policy Statement

This policy outlines the process for claiming expenses and mileage reimbursement for Mentors and Tutors. Expenses must be work-related, necessary, and pre-approved when applicable.

Work-Related Mileage

- Mileage is eligible for reimbursement when transporting children to/from approved educational or outreach events, tutoring sessions, or schools.
- Personal travel, such as commuting from home to work, is not eligible, unless otherwise specified.
- Mileage is reimbursed at 45p per mile, using the shortest route as verified by the AA website.

Expenses

- Some expenses may be covered on a case-by-case basis, including educational outings, resource use, parking fees, and tolls.
- These must be pre-approved by Lexia and/or the client. Weekly expense limits must be used within the same week; if maximum expenditure isn't used, unused funds cannot be rolled over

Process for Mentors

1. Complete the Lexia Mileage / Expense Form.
2. Send the form and any receipts to both:
    - Your Lexia contact
    - Your school contact
3. School Approval: The school must approve the mileage.

4. Processing: Once approved by the school, the expense will be processed.

Process for Tutors

- Expenses and mileage are only reimbursed if pre-approved and within the budget set by the client.
- If approved, submit your claim including:
    - All receipts for eligible expenses
    - Mileage details, including postcodes for each destination
- Send the claim to:
  Finance@lexiaeducation.co.uk
  Expenses@generate-fs.co.uk (contact Lexia if paid through EpayMe or AZebra).
- Processing: Lexia will review and process the claim. Insurance & Liability
- Vehicle Insurance: Personal vehicles used for transporting children must have appropriate business insurance (non-reimbursable).
- Lexia is not responsible for any fines, penalties, or breakdown costs. Submission Deadlines
- Claims must include postcodes and all necessary receipts.

For any questions, please contact Maddie and Bethany in the finance team at: Finance@lexiaeducation.co.uk