

PAYMENT OF EXPENSES & ALLOWANCES TO TRUSTEES AND COMMITTEE MEMBERS

Aims

The Board of Trustees has decided to pay reasonable allowances from the school's delegated budgets to cover any costs that members of the Board of Trustees or any committee member may incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

This policy sets out how Trustee and Committee Members are to be reimbursed for out of pocket expenses incurred in carrying out their trustee duties.

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

Allowances Available

The following allowances will be available:

Expense	Allowance	Evidence required
Childcare/dependent care	Up to £10 per hour but not normally to a family member.	Claim stating date and time, plus invoice from provider or receipt for payment
Travel to meetings	Public transport costs (standard fare) or car mileage at the current HMRC rate.	Claim stating date, details of meeting, fare/mileage, ticket (rail/bus) or receipt.
Telephone	Actual cost of calls	Claim plus itemised bill
Stationary – only if this cannot be provided by schools	Actual costs	Claim stating purpose of purchase and receipt

Notes:

- Trustees and Committee members are expected to obtain the most economical fare available for travel. Taxis will be paid for only when strictly necessary.
- Postage cannot normally be claimed as letters should be posted by school.

- In exceptional circumstances other expenses may be claimed, for example conference fees. These should be agreed in advance with Chair of the Board.
- No payment will be made for attendance allowance, or payment to cover loss of earnings.

Payment of Expenses

- Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of the Board **before** they are incurred.
- A signed claim with required information must be submitted.(see Appendix 1)
- Payment will only be made for expenses actually incurred.
- Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.
- Claims will require the authorisation by either the Chair or Vice-Chair of the body concerned, plus the Finance Director and Operations Manager.
- All claims are reported in the annual accounts

- **Appendix 1**

Children of Success Schools Trust

Governor claim form

Name: _____

Address: _____

Claim period: _____

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Trust Finance Manager located at The Willows along with any relevant receipts.

Approved for payment by _____ Date _____

Chair of the Board

The form should be submitted within 3 months of the expenses being incurred.