



PAYMENT OF EXPENSES TO TRUSTEES AND COMMITTEE MEMBERS

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.

1. 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 Chief Executive.

2. Payment will only be made for expenses actually incurred.
3. A signed claim with required information must be submitted.
4. Claims will require the authorisation by either the Chair or Vice-Chair of the body concerned, plus the Finance Director and Operations Manager.