



# Expenses Policy

<b>Category:</b>	Finance	
<b>Authorised By:</b>	Finance & Resource Trustee Committee	
<b>Author:</b>	James Higham	
<b>Version</b>	1	
<b>Status:</b>	Under Review:	
	Approved:	✓
	Adopted:	✓
<b>Issue Date:</b>	March 2019	
<b>Next Review Date:</b>	March 2022	
<b>Statutory Policy:</b>	Yes	✓
	No	

# Contents

<u>Section</u>	<u>Page</u>
1. Scope	3
2. Policy Statement	3
3. Principles	3
4. Definition of Terms	3
5. Procedure	3
6. Equality Statement	4
7. Monitoring of Policy	4

# 1 – Scope

- 1.1 This policy applies to all Members, Trustees and Governors across the Transforming Lives Educational Trust. This procedure aims to outline the circumstances under which expenses incurred during the discharge of their governance duties may be covered by the Trust.

# 2 – Policy Statement

- 2.1 This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The Transforming Lives Educational Trust believes that paying their governors' allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve for all members of the community and so is an appropriate use of Trust funds. The specific items allowable reflect this objective.

# 3 – Principles

- 3.1 The procedures have been established against the following principles:
- 3.2 Expenses claims can only be made, and will only be considered, if in relation to costs incurred in carrying out governance duties;
- 3.3 All claims will be considered on a case-by-case basis;
- 3.4 All claims must be considered reasonable and justified before and reimbursable costs are incurred;
- 3.5 All claims are to be agreed by the CEO with prior approval from the Board of Trustees or Local Governing Body (as appropriate).

# 4 – Definition of Terms

- 4.1 For the purpose of this policy, any reference to Governor/s is inclusive of Members and Trustees herewith.

# 5 – Procedure

- 5.1 Members, Trustees and Governors fulfil their responsibilities within the context that their role is voluntary, and one which they have willingly volunteered to undertake. With this in mind, Members, Trustees and Governors will be able to claim allowances providing the allowances are incurred in carrying out some of their duties as a Member, Trustee or Governor or representative of the Transforming Lives Educational Trust, **and are agreed by the CEO that they are justified before any reimbursable cost are incurred** and are covered for business car insurance.
- 5.2 Members, Trustees and Governors will be able to claim for the following, on a case-by-case basis:
  - 5.2.3 The extra costs they incur in performing their duties either because they have special needs and/or disabilities;
  - 5.2.4 The cost of travel relating only to travel to training courses where the journey exceeds 10 straight miles from the individual's residence address. Travel expenses will be reimbursed at a rate of 45 pence per mile (exc. The first 10 straight miles of the journey in each direction) where the Member, Trustee or Governor owns the car or 18 pence per mile if the car is leased;
  - 5.2.5 The cost of travel relating only to travel to training courses by public transport or, in exceptional cases, by taxi if this provides better value for money;

- 5.2.6 Travel costs will only be reimbursed where the claimant provides evidence of appropriate motor insurance, which must include ‘business use/travel’.
- 5.2.7 Telephone charges (where identifiable), computer supplies, photocopying, stationary, postage, etc.;
- 5.2.8 Any other justifiable allowances.
- 5.3 Members, Trustees and Governors acknowledge that they will not be paid attendance allowance nor shall they be reimbursed for loss of earnings.
- 5.4 Those wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from each academy’s main office), attaching receipts where possible, and return it to the academy, when they will be submitted for approval by the Chair of the Finance Committee (in relation to the Board of Trustees) or finance representative (in relation to Local Governing Bodies). If claims come from either of these approving officers, approval will be sought from the other approval officer.
- 5.5 Petrol claims have to be submitted to Payroll for Inland Revenue purposes. Other claims have to be supported by receipts and claimed for on official claim forms.
- 5.6 Claims will be subject to independent audit and may be investigated by the Chair of Members/Trustees/Governors (or Vice Chair in respect of the Chair) if they appear excessive or inconsistent.

## **6 – Equality Statement**

- 6.1 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

## **7 – Monitoring**

- 7.1 It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.