

## Policy and Procedure: Paying Trustees' Expenses

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Review date: September 2019



**Governors/Trustees give their time generously for the benefit of their school. It is a statutory requirement that each governing body adopt a clear policy for reimbursing governors'/trustees' expenses, so that every governor/trustee has full access to meetings and training. Governing bodies can choose whether or not to pay allowances to governors/trustees.**

### 1. General principles

- Governors/trustees should be able to claim without embarrassment;
- Governors/trustees should decide for themselves whether or not to claim;
- Governors/trustees can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed);
- Governors/trustees may be reimbursed for expenses incurred whilst attending governors'/trustees' meetings, training courses and other meetings undertaken in the course of their duties including child care costs;
- Governors/trustees cannot claim attendance allowances or for loss of earnings;
- All existing governors/trustees (and new governors/trustees at their first meeting) are to be given a copy of this policy;
- The policy is to be reviewed annually by the Resources Committee and any changes agreed by the full governing body;
- Claims for expenses are met from the school's budget. The governing body might want to agree a budget at the beginning of the year.

### 2. Categories of expenditure

#### 2.1 Travel and subsistence

- Car and motorbike - Mileage may be claimed for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time. (HMRC's Approved Mileage Rates are available at: <http://www.hmrc.gov.uk/rates/travel.htm>).
- Public transport - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Taxi – The fare will be reimbursed on production of a receipt. Taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor/trustee.
- Car parking - Claims can be made for car parking charges that would not otherwise have been incurred upon production of a receipt.
- Meals/subsistence - Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased may be reimbursed upon the production of a receipt. The governing body may wish to agree a maximum amount for subsistence claims.

## **2.2 Childcare or dependent relative care**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor/trustee is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for children/dependents.

Care arrangements for an elderly or dependent relative will also be considered.

## **2.3 Clerical expenses**

Where a governor/trustee is unable to use the school's facilities a claim for reimbursement may be made for telephone charges, photocopying, stationery, etc. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

## **3. Claim process**

Governors/trustees should claim in arrears on a termly basis unless the amount to be claimed is substantial. A claim form is included at the end of this policy.

Claims should be authorised by (Chair of a Committee/Chair of Trustees) and be submitted to the Principal to organise payment.

The Principal will retain a copy of claims forms for audit purposes.

**This policy applies equally to all categories of governor/trustee and includes associate members.**

## **4. Help and support**

If you need any further information regarding paying governors/trustees' expenses please contact the Governor Support Service on 0113 395 0242. [/:guidance/policies](mailto:/:guidance/policies)

**APPENDIX 1**

**CLAIM FORM FOR TRUSTEE EXPENSES**

**Governing body:**

**Trustee's name:**

**Address:**

I claim the total sum of £                      in respect of expenses incurred whilst carrying out my duties as a trustee / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

**Signed:**

**Date:**

<b>CLAIM CATEGORY</b>	<b>DATE</b>	<b>REASON</b>	<b>£</b>
Public transport			
Mileage (include miles claimed)			
Taxi			
Parking			
Meals/subsistence			
Childcare/dependant relative			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>Total claimed</b>			

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE APPROVED THIS CLAIM ACCORDINGLY

Signature

Chair of Trustees (name)

Date

THIS COPY TO BE RETAINED BY THE PRINCIPAL TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED