



**South East Cornwall Multi Academy Regional Trust**

# **Trustees' and Governors' Expenses Policy**

<b>Date</b>	<b>Changes</b>
23/03/17	Adopted by Trust Board
Feb 2021	Reviewed by CFO
30/03/21	Approved by Trust Board following review by the Resources Committee

Adopted Date: 30<sup>th</sup> March 2021

Status: Approved

Review Date: Spring Term 2024

# Contents

Introduction	3
Eligible Expenses	3
Allowance Rates	3
Criteria for Claims	4
Financial Systems	4

## Introduction

Trustees and Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Trust Board; its committees, Local Governing Committees and their committees, undertaking governor development and otherwise acting on behalf of the governing body. This is subject to agreement by the Chair of the Trust Board or Local Governing Committee, whichever body the work is carried out for.

Trustees and Governors may not claim for actual or potential loss of earnings or income.

All Trustees and Governors and anyone co-opted onto an authorised committee are eligible to claim allowances in accordance with this scheme.

## Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements for child care or babysitting expenses, where these are not provided by a relative or current or previous partner; to a maximum of £5 per hour.
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or current or previous partner.
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Telephone calls, postage, photocopying and stationery.
- Travel.
- Subsistence – in compliance with the guidelines for staff, a copy is available from the Operations Manager.

## Allowance Rates

Rates at which allowances are payable are as follows:

- Care arrangements – actual costs incurred, up to a maximum of £5 per hour.
- Telephone calls, postage, photocopying and stationery – actual costs incurred.
- Travel rates – in accordance with the Inland Revenue Authorised Mileage Rate, which is 40p per mile for cars and vans with an additional 5p per mile if also carrying a passenger, 24p mile for motorcycles and 20p for cycles.
- For public transport, actual costs incurred; however, where more than one class of fare is available, the rate shall be limited to second-class fares.
- Subsistence – if additional expenses are incurred because authorised work requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

## Criteria for Claims

All claims must be submitted to the Finance Manager on the correct form (available from the Finance Manager or Clerk) within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt, details of postage, stationery and photocopying as above.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls. For postage, photocopying and stationery details must be provided, ie date sent, to whom, number of copies and of what.

## Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.