

## IMPACT Education Trust Wide Procedure

### Trustee and Local Governing Body Expenses policy and procedure for claiming

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## TRUSTEES AND LOCAL GOVERNING BODY EXPENSES POLICY

### **Purpose:**

Trustees and governors give their time generously for the benefit of the Trust and individual schools/academies. So that every Trustee/governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part the Trust has formally agreed the following policy on paying expenses.

### **Key features of this policy:**

- Article 6.5 of the Articles of Association allows for the payment of reasonable expenses properly incurred when acting on behalf of the Trust.

Trustees/governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a Trustee / governor of the Trust or one its schools/academies.

- Trustees/governors cannot claim an allowance for attendance at meetings.
- Trustees/governors cannot claim expenses for loss of earnings.
- Trustees/governors cannot claim expenses in connection with foreign travel.
- Trustees/governors may be reimbursed for expenses, including child care costs, incurred whilst attending Trustees'/governors' meetings, training courses and other agreed meetings undertaken in the course of their duties.

All the categories under which expenses may be claimed are set out below:

1. Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
2. It is the responsibility of Trustees/governors to decide for themselves whether or not to claim.
3. **Approved categories:** There are five approved categories for expenses:
  - Travel
  - Childcare
  - Clerical
  - Subsistence
  - Care arrangements for an elderly or dependant relative

### **3.1 TRAVEL EXPENSES**

- Public Transport – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

- Car - the latest mileage allowances should be applied. Claims for parking must be accompanied with a ticket.
- Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a director/governor.

### **3.2 CHILDCARE**

Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is £5.00. Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

### **3.3 CLERICAL EXPENSES** (stamps, envelopes, photocopying/printing etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out director/governor duties but subject to proof of purchase (e.g. till receipt)

### **3.4 SUBSISTENCE EXPENSES** (meals and refreshments in connection with an overnight stay)

Authorisation for subsistence claims must be made in advance and subject to an agreed maximum.

### **3.5 CARE ARRANGEMENTS FOR AN ELDERLY OR DEPENDENT RELATIVE**

Claims for the actual cost of reimbursement to a registered carer may be made while attending meetings of Trustees / Local Governing Bodies or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

## **4. Travelling and Subsistence Allowances will be paid at the same rates / conditions as for staff employed by IMPACT Education. Further details can be found in the relevant staff policy / procedure**

Booking of Hotel Accommodation/Travel/Subsistence where overnight accommodation or travel requirements outside the region are required approval should be sought in advance from the Chief Executive Officer (in the case of Trustees) or Headteacher/Head of School (in the case of governors). In these cases accommodation and travel tickets will be made through the Trust or the respective school/academy. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

## **5. Procedure for Claiming**

In order to provide a clear audit trail, Trustees/governors claiming allowances should complete a copy of the attached claim form and provide all tickets and receipts as proof. If a Trustee/governor is unsure about claiming for expenses, he or she should seek guidance from the Clerk.

## TRUSTEES/GOVERNORS EXPENSES CLAIM FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank account no. \_\_\_\_\_

Sort Code: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

Date and purpose of meeting/visit e.g. conference/training/board/governors meeting:

I wish to claim £\_\_\_\_\_ (please insert amount claimed and complete the table below)

Signed (claimant) \_\_\_\_\_ (date) \_\_\_\_\_

|                                                                                                                                                                                                                                            |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Travel Expenses:</b>                                                                                                                                                                                                                    |   |
| Bus ticket (please attach proof of payment)                                                                                                                                                                                                | £ |
| Mileage – Miles incurred _____ cc of vehicle _____<br>(details about current allowances available from the finance office. Multiple mileage claims should be submitted on a separate mileage claim form available from the finance office) | £ |
| Taxi (please attach proof of payment)                                                                                                                                                                                                      | £ |
| Car parking (please attach proof of payment)                                                                                                                                                                                               | £ |
| <b>Childcare</b><br>Please request registered childminder sign and date below, and insert amount to be claimed.<br><br>Name (print) _____ Signature _____ Date _____                                                                       | £ |
| <b>Clerical expenses</b><br>Please attach list of items and proof of payment                                                                                                                                                               | £ |
| <b>Subsistence Expenses</b><br>Please attach details and proof of payment                                                                                                                                                                  | £ |
| <b>Total</b>                                                                                                                                                                                                                               | £ |

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

Signed: \_\_\_\_\_ Position: \_\_\_\_\_  
(Chief Executive Officer/Headteacher)

Date: \_\_\_\_\_ Cost Centre: \_\_\_\_\_