



Education Learning Trust Multi Academy Trust

Trustee and Governor Allowances and Expenses Policy

Policy owner	Richard O'Connell, DFO
Last update	Sept 2021
Date updated	Sept 2022
Approved by Trust Board	Oct 2022
Next review	Oct 2023

Education Learning Trust 'the Trust' believes that it is important that the governance of the Trust reflects the community it serves. As such, the board has agreed this policy for Trustee and Governor expenses which sets out the categories of expenditure that can be claimed for from the Trust subject to appropriate receipts being provided.

No claim for expenses will be approved unless it is made in accordance with this policy.

1 Expenses covered by the policy

1.1 The following types of expenditure can be claimed for within this policy by Trustees and Governors:

- Car travel on Trust business, including meetings and training which will be paid at the HMRC approved rate per mile at the time of the claim. The mileage paid will be calculated based on the shortest route;
- Costs of public transport costs incurred as part of Trust business, including meetings and training. Unless the cost of 1st class travel would be cheaper than standard class, 1st class travel is not covered by the policy;
- Reasonable subsistence costs incurred when attending meetings on behalf of the Trust or training events for the Trustee/Governor role, that cannot be claimed from another source. Claims will be capped at a maximum amount of £15 for Breakfast, £15 for lunch and £25 for the evening meal;
- Costs of childcare needed to attend a meeting of the Academy/Trust (excluding payments to any former partner/spouse);
- Costs of care for any elderly or dependent relative needed to attend a meeting of the Academy/Trust;
- Costs of any PPE equipment required for attending physical meetings at, or visits to the [Academy/Trust];
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses which have been incurred whilst acting on Trust.

1.2 As Trustees and Governors are providing a voluntary service, allowances and expenses will not be paid for the following:

- Any allowance for attending meetings; or
- Any reimbursement for lost earnings.

2 Making a claim

2.1 Those wishing to make a claim should obtain prior approval from the Sarah Gower Jones before incurring the expenditure. Claims must be made within four weeks of the expense being incurred and must be made on the Trust's expenses form appended to this policy. All claims must include evidence of the expenditure, i.e. receipts.

2.2 Payments will be made by BACS and will be subject to review by the Finance team and are reported as part of the end of year financial statements.

Trustee and Governor Expenses Claim Form

Date incurred	Description of the expense incurred	Amount (£)

Name:

I confirm that this claim complies with the Trust expenses and allowances policy:

Signed

Date