



# **TRUSTEE EXPENSES POLICY**

## Approved Duties

The following is a list of activities that the Trust has deemed an “Approved Duty” to claim expenses under this policy:

- Properly convened meetings of the Trust
- Other duties designated by the Trust, e.g. acting as a member of a panel convened for recruitment, disciplinary, pay or other approved reason
- Attendance at a meeting or conference approved by the Trust

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

## Eligible Persons

All Trustees and associate members are eligible to claim allowances in accordance with this scheme.

## Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements: Child care or babysitting expenses, where these are not provided by a relative or partner;
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls, printing and postage
- Travel
- Subsistence
- Assistance Allowance

Under no circumstance will the purchase of alcohol be reimbursed. Clause 2.36 of the Academy's Trust Handbook makes it clear trust funds must not be used for the purchase of alcohol for consumption purposes.

## Allowance Rates

Care Arrangements:

Actual costs incurred

Telephone Calls and Postage:

Actual costs incurred. The Trust will pay up to £10 per annum of this category of expense. Often the school can print documents far cheaper than can be achieved on a home printer and therefore, if

printed documents are required, these should be requested from the school in the first instance.

The Trust encourages trustees to access documents electronically and to avoid printing wherever possible.

**Travel Rates:**

In accordance with the HMRC Authorised Mileage Rate. At the time of approval of this policy this is 45p per mile for cars and vans, 24p mile for motorcycles and 20p for bicycle. Where there is a discrepancy between this policy and HMRC rates the latter will take precedent.

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 work as a Trustee 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.

**Assistance Allowance**

Trustees may claim an allowance for costs relating to additional needs incurred on governance duties. These may include: a) Support for the cost of a signer; b) Audio equipment; c) Braille transcription; d) Translation of documents.

The Trust will pay up to £50 per annum for this category of expense.

**Criteria for Claims**

Trustee claims must be submitted to the trust central finance team using [finance@allsaints.cambs.sch.uk](mailto:finance@allsaints.cambs.sch.uk)

Claims must be submitted using the designated expenses form. Claims must be submitted within one month of the expenditure being incurred (except for telephone calls) Evidence must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## **Financial Systems**

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

## **Publication of Expenses**

The Trust is obliged to publish details of all allowances and expenses paid to Trustees on its public website and in its annual accounts.

## **Gift Aid**

Trustees who pay income tax in the UK may, if they wish, accept payment of their expenses and then donate this back to the Trust under Gift Aid. Please contact the trust central finance team for instruction on how to do this.