



## Trustee and Governor Allowances and Expenses Policy

Wellacre Academy believes that it is important that the governance of the Academy 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 Academy 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 Academy 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 Academy business, including meetings and training. Unless the cost of 1<sup>st</sup> class travel would be cheaper than standard class, 1<sup>st</sup> class travel is not covered by the policy;
- Reasonable subsistence costs incurred when attending meetings on behalf of the Academy 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 (excluding payments to any former partner/spouse);
- Costs of care for any elderly or dependent relative needed to attend a meeting of the Academy;
- Costs of any PPE equipment required for attending physical meetings at, or visits to the Academy;
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses which have been incurred whilst on academy business.

- 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 Principal before incurring the expenditure. Claims must be made within four weeks of the expense being incurred and must be made on the Academy'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: \_\_\_\_\_