

The Auriga Academy Trust

Trustee and Governors Expenses Policy

Key points and Summary

This document outlines the expenses Trustees and Governors can claim back from the Trust or School in order to carry out their Governance duties.

CONTENTS

1. Introduction
2. Scope of Expenses
3. Financial Approval and Administration
4. Claim Limits
5. Claiming
6. Accountability and Oversight

Appendices

1. Governors' Expenses – CLAIM FORM

AURIGA Academy Trust MAT Document Control System	
Name of document	AAT Trustee.Governor Expenses Policy
Status	FINAL
Date Approved	7/2/22
Approver	Trust Board
Owner	Trust Board
Author	Finance Director
Anticipated Review date	January 24
Location	S:\POLICIES\MATWEBSITE POLICIES\Finance\AATTrustee.Governor Expense Policy

Introduction

The key reason for Trustees and Governors to claim expenses is to ensure equal opportunities for all those interested in volunteering their time for the governance of the Trust and its constituent schools. No one should be discouraged by personal financial considerations from becoming and remaining one of our Trustees or Governors.

In no sense should this policy be interpreted as a means of financially rewarding Trustees or Governors. Time spent on governance will not be paid.

Scope of Expenses

The following expenses are deemed legitimate and may be claimed if they are in furtherance of Trust governance:

1. Costs associated with travel to a Trust school or other locations in excess of three miles. The use of public transport will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed upon production of a valid receipt. Motorcycle or car mileage allowance will be reimbursed as detailed below, the rate never to exceed that set out by HMRC.
2. The expense of childcare or dependent-care to facilitate attendance at a Trust school or other location.
3. Trustees and Governors with a special need will be reimbursed the additional cost of equipment or services required to allow them to take part in the activity in question. For example, the provision of a signer, audio tapes, Braille documentation, an interpreter, or travel and subsistence for a person providing support, as the case may be.
4. Stationery, photocopying, and materials, where not readily available from a Trust school.
5. Telephone calls.
6. Subsistence.
7. Other Costs acts as a catch all for adhoc expenses. Due to the nature of adhoc expenses these must be pre-approved by the Chair of Trustees / Governors.

Financial Approval and Administration

Prior approval for expenses incurred is not necessary so long as the spending is within the limits of this policy. Claims forms (see *Appendix 1*) must be signed as approved by the Chair of Trustees or Chair of Governors, as appropriate.

Expense claims will be funded from the Trusts / school's delegated budget. The payment and accounting of governors' expenses will be the responsibility of the school. Trust expenses should be forwarded to the Finance Director.

All claims, with the exception of mileage claims, must be supported by documentary evidence of spending, and this documentation must conform to HMRC requirements for VAT reimbursement.

In the event of uncertainty or a dispute regarding expense claims, the Chair of the Trust will make a ruling.

CLAIM LIMITS

1. Travel

- **Car/Motorcycle:** 45 pence per mile can be claimed. This is irrespective of the size and type of engine.
- **Public Transport and Taxi:** Expenses will be paid at cost.
- **Bicycles:** Expenses will be paid at cost.

2. Childcare or Dependent-Care

Individual needs vary according to individual circumstances, from child-minding / baby-sitting to professional nursing care. Actual costs can be claimed (with a receipt) as follows:

- External child-minding / baby-sitting up to **£15.00** per hour
- professional nursing care up to **£25.00** per hour

Where childcare cover is provided by the school using school staff, the cost of this service will be allocated from the Governors' expenses budget to cover the cost in the appropriate payroll category.

3. Stationery and Materials

Expenses will be paid at cost.

4. Subsistence

Expenses will be paid at cost:

- meals - up to £15.00
- hotel - up to £100.00 bed and breakfast

5. Other Expenses

The limit to these is £50.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be authorised by the Chair of Trustees or Chair of Governors, as appropriate, prior to being submitted to the Finance Director / Head Teacher for reimbursement.

Accountability and Oversight

The Trust Board will receive a breakdown of the expenses claimed for in the prior financial year to 31st August at the first Trust Board meeting in the new academic year.

APPENDIX 1: Trustee / Governors' Expenses – CLAIM FORM

Name of Trustee / Governor:	Date of Claim:
-----------------------------	----------------

Motorcycle/Car Travel:

Date	Journey Details	Mileage	Pence per Mile Motorcycle/Car	£
			45p	
			45p	
			45p	

Other Travel:

Date	Method of Travel	Journey Details	£

Dependent Care:

Date	Details	£

Stationery, Materials, Telephone, etc:

Date	Details	£

Subsistence:

Date	Details	£

Other

Date	Details	£

Grand Total

£

PLEASE ATTACH ALL RECEIPTS.