

# The Auriga Academy Trust

## Trustee and Governors Expenses Policy

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## 1. Scope

This policy applies to all Governors and Trustees who are linked to The Auriga Academy Trust and its constituent schools.

## 2. Overview

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 a Trustee or Governor.

## 3. Expenses – what can be claimed

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 in **Appendix 1**, the rate never to exceed that set out by HMRC.
2. Parking costs will be reimbursed upon production of a valid receipt.
3. The expense of registered childcare or dependent-care to facilitate attendance at a Trust school or other location.
4. 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.
5. Stationery, photocopying, and materials, where not readily available from a Trust school.
6. Telephone calls.
7. Subsistence, including refreshments for Trustee / Governor events.
8. 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.

Governors or Trustees expecting to incur expenses, especially on a regular basis, should highlight this to their Chair of Governors / Trustees or the Governance Professional in the first instance. Options may then be explored to avoid a direct cost to the individual.

## 4. Financial Approval and Administration

Expense claims will be funded from the Trusts / school's delegated budget. 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.

The payment and accounting of Trustee / Governor expenses will be the responsibility of Trust Finance. Where possible expense claims and support should be emailed to [finance@aurigaacademytrust.org.uk](mailto:finance@aurigaacademytrust.org.uk) for processing. If this is not possible they should be posted to Trust Finance, c/o Clarendon School, Egerton Road, Twickenham, Middlesex, TW2 7SL.

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 /

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

Reimbursement will be made by BACS, with timing aligning with the Trust's fortnightly payment run. Trustees / Governors will be asked by the Finance team to supply their bank details to facilitate payment and may be asked to verify these independently in line with Trust best practice.

## **5. Claim Limits**

### **5.1 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.

### **5.2 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:

- Registered 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.

### **5.3 Stationery and Materials**

Expenses will be paid at cost.

### **5.4 Subsistence**

Expenses will be paid at cost:

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

### **5.5 Other Expenses**

The limit to these is £50.

## **6. Accountability and Oversight**

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

**APPENDIX 1: Trustee / Governors' Expenses – CLAIM FORM**

<b>Name of Trustee / Governor:</b>			<b>Date of Claim:</b>	
<b>Motorcycle/Car Travel:</b>				
<b>Date</b>	<b>Journey Details</b>	<b>Mileage</b>	<b>Pence per Mile Motorcycle/Car</b>	<b>£</b>
			45p	
			45p	
<b>Other Travel:</b>				
<b>Date</b>	<b>Method of Travel</b>	<b>Journey Details</b>		<b>£</b>
<b>Dependent Care:</b>				
<b>Date</b>	<b>Details</b>			<b>£</b>
<b>Stationery, Materials, Telephone, etc:</b>				
<b>Date</b>	<b>Details</b>			<b>£</b>
<b>Subsistence:</b>				
<b>Date</b>	<b>Details</b>			<b>£</b>
<b>Other</b>				
<b>Date</b>	<b>Details</b>			<b>£</b>
<b>Grand Total</b>				<b>£</b>