

Expenses Policy

East Anglian Schools' Trust



Approved by: EAST Trust Board

Date: 15 July 2019

Last reviewed on: 15 July 2019

Next review due by: Under regular review – 3 yearly.

1 Introduction

Members / Trustees / Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all, but it is for each individual to choose whether or not to claim. Members / Trustees/ Governors are encouraged to consider the possibility of sharing transport with others attending the same meeting where practical but this will not affect eligibility to claim.

The expenses that may be claimed are travel, subsistence, childcare and miscellaneous needs.

The following are recommended as approved duties:

- a) properly convened Members / Trust Board / Full Governing Body meetings;
- b) properly convened Committee meetings of the Trust;
- c) other duties designated by the Trust / Local Governing Body e.g. Acting as a member of a panel, and
- d) Members / Trustees /Governors' formal visits to the school.

Casual visits to the school will not qualify.

2 Travel Expenses

Travel expenses may be claimed where the distance between the Member / Trustee / Governor's home and the venue is greater than 5 miles and does not exceed 70 miles for a return trip. If a governor works at the school, they cannot claim unless they have returned to the school for a meeting or for any training or relevant meeting pre-arranged by the Local Governing Body

The claim can be made for the following:

- Mileage allowance at prevailing HMRC rate (currently 45p per mile)
- The actual cost for public transport
- The cost of car parking
- Taxi fares

3 Subsistence Allowance

The duties performed by a Member / Trustee / Governor within the EAST Trust are voluntary and therefore subsistence allowance would not usually be considered. Any claims for subsistence should be agreed with the Chair of the Trust Board prior to the start of the duty. To qualify, an approved duty must exceed three hours and the individual must incur out of pocket expenses. The chair of the Trust Board should agree their expenses with the Trust CEO.

Subsistence may not be claimed in respect of refreshments where they have been provided free of charge.

4 Childcare

Governors may claim allowance for childcare costs incurred on approved duties agreed by the Chair of Trust Board and the CEO. The allowance will be the actual expenses incurred or a maximum of £10 per hour up to £300 per annum.

5 Miscellaneous needs

Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.2 above), for example

- Taxi fares
- The cost of a signer
- Audio equipment
- Braille transcription
- If English is not the first language of the governors costs may be claimed to translate documents.

The Trust will pay up to £200 per annum for the above claims.

Non Eligible Claims

Members / Trustees / Governors do not need to claim the following costs incurred in carrying out their duties:

- Telephone charges
- Photocopying or printing
- Stationery including paper
- Postage

The school will provide everything that is required listed above.

6 How to Claim

Any claims should be made on the form available from the Trust finance office and will be authorised by the Chair of Trust Board in conjunction with the CEO or Headteacher where the claim is from a Local Governor.

The CFO is responsible for:

- Verifying entitlement to the claim;
- Affirming that the claim seems reasonable and checking with the CEO / Headteacher and Chair of Trust Board;
- Organising the payment, and
- Maintaining a record of claims which helps the Trust Board to exercise budgetary control and meet any requirements to report information about expenditure on governors' expenses.