



“All equal, all different all achieving together”

Members, Trustees and Academy Councillors Expenses Policy

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1. Aims

The Board of Trustees has decided to pay reasonable expenses from the Trust's budget to cover any costs that Members, Trustees and Academy Councillors incur through carrying out their duties.

This policy sets out the terms on which such expenses will be paid.

By adopting this policy, Learn@ MAT will ensure that no member of the community is prevented from becoming a Member, Trustee or Academy Councillor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with Learn@ MAT's funding agreement and articles of association.

3. Overview

Members, Trustees and Academy Councillors may claim expenses to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members, Trustees and Academy Councillors may claim expenses by completing a claim form (see Appendix 1) and submitting it to the Chair of the Committee that they sit on for approval. Chairs of Academy Councils submit any expense claims to the Chair of Trustees. The Chair of Trustees and the Chairs of the sub-committees will submit their expenses as follows:

Role	Approver
Chair of Trustees	Chair of Audit, Finance and Resources Committee
Chair of Audit, Finance and Resources Committee	Chair of Quality and Standards
Chair of Quality and Standards	Chair of Trustees

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members, Trustees and Academy Councillors may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the individual that will approve the claim **before** they are incurred. Expense claims must be submitted on a monthly basis and must be submitted before the end of the financial year.

The Chair of Trustees (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Member, Trustee or Academy Councillor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every three years by the Board of Trustees.

Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

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