



# **DIRECTOR AND LOCAL GOVERNING BODY EXPENSES POLICY**

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## DIRECTOR AND LOCAL GOVERNING BODY EXPENSES POLICY

### Purpose

Directors and governors give their time generously for the benefit of the Trust and individual schools/academies. So that every Director/governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part the Trust has formally agreed the following policy on paying expenses.

### Key features of this policy

- Article 6.5 of the Articles of Association allows for the payment of reasonable expenses properly incurred when acting on behalf of the Trust.
- Directors/governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a Director/governor of the Trust or one its schools/academies.
- Directors/governors **cannot** claim an allowance for attendance at meetings.
- Directors/governors **cannot** claim expenses for loss of earnings.
- Directors/governors **cannot** claim expenses in connection with foreign travel.
- Directors/governors may be reimbursed for expenses, including child care costs, incurred whilst attending directors'/governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
  1. Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
  2. It is the responsibility of Directors/governors to decide for themselves whether or not to claim.

### Approved categories

There are four approved categories for expenses:

1. Travel
2. Childcare
3. Clerical
4. Subsistence

## **1. TRAVEL EXPENSES**

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied. Claims for parking must be accompanied with a ticket.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a director/governor.

## **2. CHILDCARE**

Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is **£5.00**.

Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

## **3. CARE ARRANGEMENTS FOR AN ELDERLY OR DEPENDENT RELATIVE**

Claims for the actual cost of reimbursement to a registered carer may be made while attending meetings of Directors / Local Governing Bodies or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

## **4. CLERICAL EXPENSES (stamps, envelopes, photocopying/printing etc)**

As required to cover the cost of unavoidable clerical expenses incurred carrying out director/governor duties but subject to proof of purchase (e.g. till receipt)

## **5. SUBSISTENCE EXPENSES (meals and refreshments in connection with an overnight stay)**

Authorisation for subsistence claims must be made in advance and subject to an agreed maximum.

## **Booking of Hotel Accommodation/Travel/Subsistence**

Where overnight accommodation or travel requirements outside the region are required approval should be sought in advance from the Chief Executive Officer (in the case of Directors) or Headteacher/Head of School (in the case of governors). In these cases accommodation and travel tickets will be made through the Trust or the respective school/academy. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

## **Procedure for Claiming**

In order to provide a clear audit trail, directors/governors claiming allowances should complete a copy of the attached claim form and provide all tickets and receipts as proof.

If a director/governor is unsure about claiming for expenses, he or she should seek guidance from the Clerk.

**CARMEL EDUCATION TRUST**

**DIRECTORS/GOVERNORS EXPENSES CLAIM FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank account no. \_\_\_\_\_

Sort Code: \_\_ \_\_/\_\_ \_\_/\_\_ \_\_

Date and purpose of meeting/visit e.g. conference/training/board/governors meeting:

I wish to claim £\_\_\_\_\_ (please insert amount claimed and tick appropriate boxes)

Signed (claimant) \_\_\_\_\_ (date) \_\_\_\_\_

1. TRAVEL EXPENSES		AMOUNT
Bus Ticket – please attach bus ticket	<input type="checkbox"/>	£ _____
Mileage for car – please list mileage incurred and cc of vehicle	<input type="checkbox"/>	£ _____
Mileage _____ cc of car _____		
Taxi fare – please attach receipt	<input type="checkbox"/>	£ _____
Car parking – Please attach ticket	<input type="checkbox"/>	£ _____
2. CHILD CARE	<input type="checkbox"/>	£ _____
Please request registered childminder sign and date below, and insert amount to be claimed above.		
Name (print) _____	Signature _____	Date _____
3. CLERICAL EXPENSES	<input type="checkbox"/>	£ _____
Please attach a list of the items purchased and receipts		
4. SUBSISTENCE EXPENSES	<input type="checkbox"/>	£ _____
Please attach details and receipts		
	Total	£ _____

**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND AUTHORISE THIS CLAIM**

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ (Chief Executive Officer/Headteacher/Head of School)

Date: \_\_\_\_\_

Cost Centre: \_\_\_\_\_

Transaction number \_\_\_\_\_