



Carlton Academy Trust Trustee/Governors Expenses Policy

Ratified Date: Sept 2020

Signed on behalf of the Trustees: G Logan

Signed on behalf of the CEO: A Kneeshaw

Review Date: Sept 2022

Policy Aims

To enable the reimbursement to trustees/governors of reasonable costs incurred through their duties. This does not include an attendance allowance, or payment to cover loss of earnings.

Allowable Expenses and Procedures

Governors/Trustees may claim for:

- Childcare or care for 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, which will be decided by the Chair of Trustees/Governors as appropriate.

Wherever possible claims should be agreed in principle by the Chair of Trustees/Governors before they are incurred, completed on the appropriate claim form and submitting it to the school/trust finance function. Wherever possible, they should be received within one month of being incurred, and where appropriate will only be paid on the provision of a receipt.

The Chair of Trustees/Governors or Chief Financial Officer may investigate claims that appear excessive or inconsistent. All claims will be subject to independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.