



CARLTON
ACADEMY TRUST

Carlton Academy Trust Trustee/Governors Expenses Policy

Review date:

April 2023

Signed on behalf of the Trustees:

G Logan

Next Review Date:

July 2024



Policy Scope

This policy applies to Trustees, Members, Local School Governors, and members of School Parents' Forums.

General Provisions

School Trustees/governors provide a voluntary service and cannot be paid for the role. But they can receive out of pocket expenses incurred fulfilling their role. This does not include payments to cover loss of earnings for attending meetings.

Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates. Receipts are not required for mileage claims but will be examined to establish whether they are relevant and reasonable for the stated purpose.

All other expenses should be supported by receipts, except where impractical or impossible.

Allowable Expenses and Procedures

Governors/Trustees may claim for:

- Childcare or care for dependent relatives.
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, or similar.
- Other expenses at the discretion of the Chair of Trustees/Governors. Wherever possible, these should be agreed in principle before they are incurred.

Claims must be:

- Completed on the appropriate claim form.
- Received within one month of being incurred.
- Accompanied by a valid receipt (where appropriate).

The Chair of Trustees, CEO or CFO may investigate claims at their discretion and all claims will be subject to independent audit.

