

# **BOARD & L.G.B. ALLOWABLE EXPENSES POLICY**

**Issued: July 2016  
Reviewed: August 2017  
Next Review Due: August 2020**

This policy statement has been developed in accordance with the Education (Governors' allowances) Regulations 2003. These regulations give academy governing bodies the discretion to pay allowable expenses from the annual budget allocation to board, committee and local governing body members for certain expenses which they incur in carrying out their duties.

Bradford Diocesan Academies Trust (BDAT) believes that paying expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as board, sub-committee or local governing body members for all members of the community and so is an appropriate use of funds. The specific items allowable reflect this objective.

1. Board, committee and local governing body members will be able to claim expenses, providing these are incurred in carrying out their duties as a board, committee or local governing body member and are agreed by the finance and audit committee or local governing body as appropriate. This should be justified before any reimbursable costs are incurred.
  
2. Board, committee and local governing body members will be able to claim for the following, on a case-by-case basis and with approval of the finance and audit committee or local governing body as appropriate:
  - Childcare or babysitting expenses (excluding payments to a current/former spouse or partner), only with prior written approval;
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at the following HMRC tax free rates. These rates are reviewed and updated regularly by HMRC and the table below indicates the rates effective at May 2016

	Up to £10,000 miles	Over 10,000 miles
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

- Travel and subsistence costs, payable for attending national meetings or training events, unless these costs can be claimed any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses.

**The BDAT Board and Local Governing Body's acknowledges that:**

- Board, committee and local governing body members may not be paid an attendance allowance;
- Board, committee and local governing body members may not be reimbursed for loss of earnings.

Those members wishing to make claims under these arrangements, once approval has been sought, should complete a claims form (obtainable from the BDAT Finance team or Academy Finance and Business Manager), attaching receipts where possible, and return it to the finance department or academy within four weeks of the date when the expenses were incurred, when they will be submitted for approval by



the Chair of the Finance and Resources Committee or the Chair of the Local governing body as appropriate.

Claims will be subject to independent audit by the responsible officer and may be investigated if they appear excessive or inconsistent.

**BOARD, COMMITTEE/LOCAL GOVERNING BODY MEMBER CLAIM FORM**

**Name:**

**Name of Academy:**

**Date:**

**Claim Period:**

I claim the total sum of £..... for board/committee/local governing body\* expenses as detailed below. I have attached relevant receipts to support my claim.

\*please delete as appropriate

Signed.....

	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors/local governing body members with special needs	
Support for governors/local governing body members whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

This form should be submitted to the Financial Controller (for board/committee expenses) or Academy Finance and Business Manager (for local governing body's) for forwarding to the Chair of the Finance and Audit Sub-Committee or Local governing body for authorisation as appropriate.

Approved by.....

Chair of Finance and Resources Committee/Chair of Local governing body\*

\*Please delete as appropriate

