

# **TRUSTEES & GOVERNORS EXPENSES POLICY**

**Issued: July 2016**  
**Reviewed: September 2023**  
**Next Review Due: October 2024**

Version	Date	Description of change
1	1/7/2016	New policy
2	18/10/2022	Annual Review
3	20/9/2023	Principles – added diversity and inclusion p2 Reviewed & Increased Overnight Accommodation p3

## Principles

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

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 resources 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 resources committee or local governing body as appropriate:

## Travel

Claims for expenses may be made for travel between the trustee's household and an academy or the trust's central office in their personal car, at the level of mileage rates published by HMRC. These rates are reviewed and updated regularly by HMRC, and the table below indicates the rates correct at August 2023. This is the same for electric, hybrid, MPG, Diesel or petrol fuelled vehicles.

Vehicle	Up to 10,000 miles	Over 10,000 miles
<b>Cars &amp; Vans</b>	45p/per mile	25p/per mile
<b>Motorcycle</b>	24p/per mile	24p/per mile
<b>Bicycles</b>	20p/per mile	20p/per mile

The nature of the travel must be related to the work of the board of trustees, e.g., trustee meetings, training courses. The number of miles for each journey and the date of the journey must also be provided.

Prior approval is required by the Finance and Resources Committee for any travel expenses that are greater than £25.

Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.

The costs of parking for business away from the academy trust, where necessary, will be returned upon production of a valid receipt.

### Subsistence

BDAT will reimburse reasonable costs of meals which have met the conditions below and in conjunction with travelling on BDAT business. A valid receipt is required to reimburse these subsistence expenses. The conditions are set out below:

Subsistence	Value	Condition
<b>Breakfast</b>	£15.00	Leave home before 6:45am
<b>Lunch</b>	£10.00	In excess of 5 hours away from office
<b>Dinner</b>	£20.00	Likely to arrive home 8:00pm or later, or staying overnight

Gratuities - these are treated as discretionary costs by HMRC. As such, any reimbursement would be treated as a taxable benefit and, therefore, gratuities will not be reimbursed. Service charges included within the overall cost of the meal are acceptable and will be reimbursed as part of the usual expenses claim.

Where a claim is for meals, it must relate to the business undertaken and indicate whether self or staff and/or volunteers are present (subsistence) or if any third person was present (entertaining).

### Overnight Accommodation

BDAT will meet the costs of overnight accommodation which is necessitated by travel on behalf of the company. The booking of accommodation should be done as far in advance as possible so value for money can be achieved and hotel deals on inclusive breakfast/ and or dinner should be utilised wherever possible.

Prior approval is required by the Finance and Resources Committee for any overnight accommodation.

Location	Room Only	Bed& Breakfast	Incl. Dinner	Incl. Breakfast & Dinner
<b>Outside London</b>	£120	£135	£140	£155
<b>London</b>	£160	£175	£180	£195
<b>Late Bookings</b>	<b>Costs are outside policy ranges – Agree with CEO</b>			

### **Childcare**

In cases where a trustee does not have a spouse or family member to care for a child/children when the trustee must attend meetings relating to the work of the board of trustees, expenses will be returned for the cost of childcare or a babysitter. (excluding payments to a current/former spouse or partner). Prior written approval is required from the Finance and Resources Committee.

### **Cost of Care**

Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the trustee must be absent due to their trustee duties. (excluding payments to a current/former spouse or partner)

### **Specific Needs**

Trustees may claim allowances for expenses relating to specific needs incurred when carrying out approved duties. The circumstances in which trustees can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, special transport for individuals with disabilities, etc.

### **Phone charges, broadband, photocopying, stationery, etc.:**

Claims for reimbursements can be made where a trustee is unable to use an academy's or the trust's central administration office facilities for any of the above.

Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

### **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;
- Board, committee and local governing body members may not be reimbursed for motoring offences.

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 Business Leader), 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.

### **Audit**

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

## CLAIM FORM

This claim form consists of two sections. Section two must only be completed when payment has been made to a third party e.g. child carer

### Section one

Name of Trustee/Governor:		Date
Date of expenditure	Details of expenditure	Claim:
07.07.23	Bingley to Bradford Forster and back for 1 PDC– 16 miles	£7.20
20.07.23	Bingley to St John's and back for 2 PDCs – 18 miles	£8.10
Total Claim		£15.30

**(To be completed once authorisation of the claim has been approved.)**

I certify that the above expenses are actual and necessary, and confirm that BAC payment will be made to the trustee/governor bank account.

Signature of trustee/governor		Date
Signature of CEO		Date
Reimbursed by (name)		Date

### Section two

Duty of service, e.g. childcare	
Name of provider	
Amount received (£)	
Signature	
Date	