



# The Athelstan Trust

## Allowances Policy for Members, Trustees and Governors

Date of Review	Approved by	Date of Approval	Next Review	Website
May 2018 May 2021	Board	27/5/21	May 2024	Yes

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#### 1. Aims

The Board of Trustees has decided to pay reasonable allowances from the central or schools' delegated budgets to cover any costs that Members, Trustees or Local Governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

#### 2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

#### 3. Overview

Members, Trustees and Local Governors may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members, Trustees and Local Governors may claim allowances by completing a claim form (see appendix 1) and submitting it to Trust Finance Team via [finance@theathelstantrust.org](mailto:finance@theathelstantrust.org).

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members, Trustees and Local Governors may claim for:

- Childcare
- Care for elderly or 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.



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### ➤ Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by CFO **before** they are incurred.

The chair of Trustees/Governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Member/Trustee/Local Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

### **4. Monitoring arrangements**

This policy will be reviewed every 3 years by Board of Trustees. Any amendments will be presented at a meeting of the full Board of Trustees.



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Appendix 1

### Staff Expense Claim

Name .....

Pay roll no. ....

**Please ensure all claims are accompanied with a receipt.**

### Bank details for BACS payments

Bank Name .....

Account holders name.....

Sort code.....

Bank account number.....

Date	Journey details	Travel fares	Accommodation	Car parking	Departmental items books etc	Misc items	Total
						<b>TOTAL</b>	

I certify that the journeys/purchases on this claim were necessarily made by me in the performance of official duties.

Signed: .....

Date .....

Authorised: .....

Date: .....



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### Appendix 2: Mileage Travel Claim

Month Ended .....

Name .....

Vehicle Registration .....

Pay roll no. ....

CC .....

Date	Route Taken (If your journey started/ended at home please show this e.g. Melksham (home) to Trowbridge or Trowbridge to Melksham (home))	Purpose of Journey	Actual mileage	Miles claimed – see note (i)
<b>TOTAL</b>				

I certify that the journeys on this claim were necessarily made by me in the performance of official duties and that:

- i) **where a duty started or finished at home I have only claimed the lesser of the distance actually travelled or the distance I would have travelled if my journey had started or finished at my normal place of work.**
- ii) my policy of insurance covers business journeys
- iii) the vehicle is in a road worthy condition

Signed: .....

Approved by Authorised signatory: .....

Date: .....