

1. Statement of purpose

- 1.1 This policy is designed to set out in what circumstances Trustees and Local Board members are entitled to claim for expenses. University of Brighton Academies Trust Trustees and Local Board members provide a voluntary service and as such should not be out of pocket for the service they provide. This policy will be applied equally to all categories of Trustees and Local Board members.

2. Background

- 2.1 This policy has been developed with reference to:
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England);
 - Academies Financial Handbook;
 - University of Brighton Academies Trust Articles of Association;
 - Trustee Expenses and Payments (The Charity Commission).

3. What are expenses?

- 3.1 Expenses are refunds of legitimate payments which a Trustee or Local Board member has had to meet personally in order to carry out his or her duties to the Trust or Local Board. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

4. How to claim expenses

- 4.1 Local Board members' expenses claims should be submitted to their academy's Business Manager (or equivalent). The Business Manager will provide the relevant form to be completed.
- 4.2 Trustees' expenses claims should be submitted on the Trust's Expenses Claim form for Trustees, for approval by the University of Brighton Academies Trust Chief Executive, and posted to the following address:

Multi Academies Trust Office Co-ordinator
Multi Academies Trust Office
University of Brighton
Room WHSR1, Watts House
Lewes Road, Brighton
BN2 4GJ

- 4.3 As long as the academy/Trust only pays the recipient for the actual cost or expense, the payment is not taxable.

5. Legitimate expenses

- 5.1 The following are examples of legitimate expenses which may be claimed¹:
- (i) The reasonable cost of travelling to and from Trust or Local Board meetings, and on associated business and events. This can include the cost of using public transport² (where is preferred as far as is practicably possible), taxi fares for short journeys, and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable;
 - (ii) Communication support: translating documents into Braille for a visually impaired Trustee or Local Board member, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
 - (iii) Providing special transport, equipment or facilities for a Trustee or Local Board member with a disability whilst on Trust or Local Board business;
 - (iv) Reasonable refunds for the cost of meals taken whilst on Trust or Local Board business;
 - (v) Cost of reasonable overnight accommodation and subsistence (including any essential care costs) whilst on Trust or Local Board business;
 - (vi) The reasonable cost of childcare, or care of other dependants (for example, an elderly parent) whilst on Trust or Local Board business³;
 - (vii) The cost of postage and telephone calls on Trust or Local Board business;
 - (viii) The costs of a Trustee's or Local Board member's telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the Trust.
- 5.2 All expenses (with the exception of i. and ii. in the above list) should be approved by the University of Brighton Academies Trust Chief Executive (in the case of Trustees) or the Chair of the Local Board and the School Business Manager or equivalent (in the case of Local Board members) prior to the expenses being incurred.

6. Expenses that do not constitute legitimate claims

- 6.1 The following examples of expenses that do not constitute legitimate claims or are excessive, and/or do not relate to activities of the Trust or Local Board:
- (i) Payment to cover the loss of earnings;
 - (ii) Attendance allowance;
 - (iii) Payment of hotel accommodation or travel costs for spouses or partners who are not themselves travelling on the business of the Trust or a Local Board;
 - (iv) Payment of private telephone bills for business unrelated to the Trust or a Local Board;
 - (v) Payment of private medical insurance;
 - (vi) Petrol mileage rates above the levels approved by HMRC for claimable expenses⁴;
 - (vii) In the case of a Director nominated by an organisation, expenses already allowed for under that organisation's statutory or contractual arrangements.

¹ Other justifiable expenses may be considered by the Trust's finance team or the Local Board Chair and Business Manager (or equivalent).

² All transport tickets should be standard class.

³ The costs incurred for childcare or care of other dependants will only be refunded if the costs would not have normally been incurred at the time of the scheduled meeting.

⁴ 45p/mile Car, 24p/mile motorcycle, 20p/mile cycle.

7. Policy status and review

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| Written by: | Governance Officer |
| Owner: | Director of Policy and Governance |
| Status: | V1 = Approved V1a = postal address amended Mar 17 |
| Approval date: | HAT: RC 24/6/15 UoBAT: RC 11/3/16 Merger editorial changes 1 September 2017 |
| Review Date: | By 2019/20 |