

**Slough and East Berkshire C. of E.  
Multi Academy Trust**



# Travel and Expenses Re-imbusement for Trust Governors

**(Trust Governors include Members, Directors/Trustees and Governors of Local Governing Bodies)**

Category:	Discretionary
Owner:	SEBMAT Directors and Local Governing Bodies
Ratified by Trustees/Directors	February 2020    Signature:
Date Policy to be reviewed (annually)	February 2021

*February 2020*

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### 1. Aims

This policy relates to all Slough and East Berkshire Multi-Academy Trust (SEBMAT) governors. The term ‘governors’ within this policy relates to Members, Trustees/Directors and Governors of Local Governing Bodies.

The Board of Directors has decided to pay reasonable allowances from the Trust’s budget to cover any costs that board members incur through carrying out their duties and to make sure that governors are not left out of pocket.

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

The rationale behind paying allowances is to ensure equality of opportunity to serve as governors among all members of the community.

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

The Board is of the view that not paying expenses may impact adversely on governor recruitment and retention, along with the diversity of the board.

### 2. Legislation and guidance

Section 37 of the Governance Handbook states:

‘Academy trusts in particular have a significant level of autonomy which makes it all the more important for the board to consider the regularity, propriety and value for money of all aspects of trust business. Boards should establish and monitor policies, particularly on related party transactions and executive salaries and expenses that they would be confident to expose to public scrutiny.’

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.

Section 4.7.1, paragraph 62, states that there are other limited, specific, circumstances in which individuals serving on boards can receive payments from their school or trust. However, this should only take place where it is clearly in the best interests of the Trust.

Alongside this, it is necessary for the policy to comply with the SEBMAT Funding Agreement and Articles of Association.

Overall, the intention for SEBMAT is to have travel and expense arrangements which are reasonable and proportionate.

### 3. Overview

Members of the governing boards (Members; Directors/Trustees; 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 of the governing boards may claim allowances by completing a claim form (see Appendix 1) and submitting it to the SEBMAT Finance Team, Slough and Eton Business and Enterprise Academy, Ragstone Road, Slough, Berkshire, SL1 2PU.

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

Members of the governing boards 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.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Re-imbursable costs should be agreed in principle by the chair of the relevant board or Chief Executive Officer (CEO) **before** they are incurred.

The chair of governors, or the vice-chair, where appropriate, may investigate claims that appear excessive or inconsistent. All claims will be subject to independent audit.

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

The expectation is that with public transport wherever possible travel will be at standard/economy class rates and standard accommodation when staying overnight. If governors want to travel first class or wish to have accommodation which is above standard cost then this additional cost must be paid for by the governor. It is expected that when claiming for the approved mileage the journey will be as direct and as economical as possible.

### 4. Monitoring arrangements

This policy will be reviewed every two years by the SEBMAT Pay Panel. Any amendments will be presented at a meeting of the Directors for agreement and formal endorsement.

## Appendix 1: governor claim form

**SEBMAT – Name of board or committee:**

### Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Finance Director at Slough and Eton Business and Enterprise Academy, Ragstone Road, Slough, Berkshire, SL1 2PU along with any relevant receipts.

The form should be submitted within a month of the expenses being incurred.

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Final on 27<sup>th</sup> January 2020