



Launceston College
A Multi Academy Trust

TRUSTEES' EXPENSES POLICY

Updated on: 2nd October 2018

Review by: October 2019

For the purpose of this policy; the term 'Governors' also refers to 'Trustees'. This policy is valid for all individual academies within the Launceston College Multi Academy Trust (the 'MAT') and also includes the MAT as a whole.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give trustees the discretion to pay allowances from the MAT's annual budget allocation to reimburse trustees for expenses which they incur in carrying out their duties.

Launceston College MAT believes that paying trustees' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees for all members of the community and therefore, is an appropriate use of MAT funds. The specific items allowable reflect this objective.

All trustees supporting Launceston College MAT will be entitled to claim the actual costs, which they incur as follows:

1. Trustees will be able to claim allowances providing the expenses are incurred in carrying out their duties, as a Trustee or representative of Launceston College MAT, and are agreed by the Finance and Assets Committee that they are justified before any reimbursable costs are incurred.
2. Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the MAT board and Executive Principal:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
 - 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 support for trustees whose first language is not English;
 - The cost of travel relating only to travel to meetings/training courses at 25p per mile, which does not exceed the specified rates for MAT personnel.

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Launceston College MAT acknowledges that:

- Trustees may not be paid attendance allowance;
- Trustees may not be reimbursed for loss of earnings.

Trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete the relevant claim form (obtainable from the Finance Office), attaching receipts (VAT receipts where applicable). Claims should be returned to the Finance Department within two weeks of the date when the expenses were incurred, for approval by the Executive Principal or a deputy, to be presented to the Finance and Asset Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Executive Principal or Chair of Trustees (or a deputy) if they appear excessive or inconsistent.

Pecuniary interests

All trustees will be required to complete a 'declaration of pecuniary interests' form at the beginning of each term to declare any business interests or connected parties. Guidance will be sought from the MAT accountants prior to any business or connected party transactions taking place to ensure that the correct procedure takes place. A copy of an updated version of the academies financial handbook is sent to all trustees each year which details related and connected parties issues.

Please also see the Financial Probity policy.

Launceston College MAT - Trustees' Allowances Form

Name:	Address:
Date & Term:	

I claim the total sum of £..... for trustee expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed.....

	£ Cost
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for trustees with special needs	
Support for trustees whose first language is not English	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	
For what reason have the expenses been incurred? Please include any details of specific meetings or training courses attended:	

This form should be submitted to the Executive Principal (or deputy).

Approved By **Executive Principal (or Deputy)** **Date.....**

Trustees Travelling and Out of Pocket Expenses Claim

Date	Places Visited and Purpose of Journey	Private Vehicle Travel Claims			Amount claimed for travel (not private vehicle claims)	Subsistence and other expenses
		Mileometer Reading		Actual mileage		
		Start	Finish			
Total:						

I certify that mileages claimed are accurate and have been necessarily incurred solely on the service of Launceston College MAT and that mileometer readings recorded are correct and that the insurance policy covers use on business and indemnifies the MAT against third party claims and/or the travel ticket claimed for was the cheapest available option. I further certify that any subsistence claimed is additional expenditure, incurred above normal outlay.

Signed:

Bank account name: _____

Bank account number: _____

Sort code: _____

I certify that the amounts claimed are within the scale of allowances authorised and that the journeys made and mileage and/or expenses claimed are reasonable.

Please attach VAT receipts for all expenses claimed. Without proper receipts, claims may not be paid.

Authorised by:

Date: _____ Executive Principal