



GOVERNANCE EXPENSES POLICY

Approved and signed by the Board of Trustees' Audit & Finance
Committee 23/2/17

FEBRUARY 2017

1. Whilst acknowledging that some Board Members do not wish to claim expenses from the MAT budget, Board Members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Board of Trustees and its committees, undertaking Board Member development and otherwise acting on behalf of the Board of Trustees:
2. Board Members may not claim for actual or potential loss of earnings or income.
3. All Board Members and associate members are eligible to claim allowances in accordance with this scheme.
4. Board Members are able to claim for travel expenses.

ELIGIBLE EXPENSES

6. Categories of eligible expenditure are as follows:
 - Care arrangements:
 - Child care or baby-sitting expenses, where these are not provided by a relative or partner;
 - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
 - Telephone calls and postage
 - Travel from their registered address to and from the academies
 - Subsistence
 - Extra costs incurred by governors because they have special needs or because English is not their first language

RATES

7. Rates at which allowances are payable are as follows:

Care arrangements: Actual costs incurred

Telephone calls and postage: Actual costs incurred

Mileage:

Standard miles: 45p up to 10,000 miles, 25p thereafter
Out of Penninsula: 25p

Public transport: Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi the fare will be reimbursed at cost.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day.

CRITERIA FOR CLAIMS

8. All claims must be submitted to the office within two weeks of the expenditure being incurred
9. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt
10. In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls
11. All claims must be approved by the Chair of the Board and reported termly to the **Finance & Audit Committee**.
12. Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

FINANCIAL SYSTEMS

13. The MAT's normal systems for authorising claims made under this scheme.
14. The Board of Trustees delegate the annual review of this policy to the **Finance and Audit Committee**.



GOVERNANCE EXPENSES CLAIM FORM

Name _____

Address _____

Postcode _____

Claim Period _____

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

Signed Date

DETAILS

SUM	REASON
TOTAL	