



**Truro and Penwith
Academy Trust**

Expenses Policy (Trustees and Governors)

Review Summary

Approved By:	Trust Board
Approval Date:	14 October 2014
Next Review Date:	No Date

TPAT CODE OF CONDUCT - APPENDIX 8

Policy on the Payment of Expenses to Trustees, Governors and Committee Members

1. Introduction

Trustees, Governors and Committee Members may claim reimbursement of expenses for the following activities, provided those expenses are not being paid by any other party (such as an employer). Claims for any other expenses or queries about allowances should be discussed with the Company Secretary or Clerk to the LGB.

2. Allowances

Travel

Travel expenses to and from meetings, training events or other Trust business may be claimed. The mileage rate for the use of private vehicles will be paid at the rate of 40p/mile for travel undertaken within the County. Travel outside the County will be paid at the rate of 26p/mile. Alternatively, the cost of the second class rail fare will be reimbursed for train journeys. With the prior approval of the Chair or Vice-Chair of the Board of Trustees, the cost of air travel may be claimed where this is more cost effective or appropriate in terms of time saved.

Subsistence

Where Trustees, Governors or Committee Members are required to attend events at locations other than Trust premises the payment of overnight accommodation and other subsistence allowances may be claimed for actual expenditure incurred up to the maximum limits, currently:

Breakfast (departure before 7.00am)	£8.85
Lunch	£10.20
Evening meal	£15.00
Commercial Accommodation	£100.00
Overnight rate (staying with friends/relatives)	£19.00

Training Events

With prior approval, the Trust may meet the costs of approved training courses and conferences attended by Trustees, Governors and Committee Members.

Childcare and Dependant Relatives

The cost of engaging a non-family member to care for a child or dependant relative may be claimed for periods of absence on Trust business.

Administration

Reasonable expenditure on postage, telephone calls, broadband, stationery, photocopying and similar expenses incurred in relation to Trust business will be reimbursed.

Additional Costs

Any reasonable additional costs incurred due to a disability or health condition may be reimbursed.

3. Claims

Claims for expenses must be made on an expense claim form and supported by appropriate invoices and receipts. Forms are available from the Trust Business Manager, Company Secretary or Clerk to the LGB and should be submitted to the Business Manager after completion.

4. Reporting

The Company Secretary will report annually to the Board of Trustees on the total expended to Trustees, Governors and Committee Members under these arrangements.