



Maritime
Academy
Trust

Trustee and Councillor Expenses Policy

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Trustee and Councillor Expenses Policy

1. Introduction

- 1.1 School and academy governance in England is rooted firmly in the principle of voluntary service. The Government is committed to maintaining and promoting this principle for governors and trustees of academies. This is in line with charity law and corporate governance practice in other parts of the public sector. This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Trusts and Governing Bodies the discretion to reimburse expenses from annual budget allocation for certain out of pocket expenses which the Trustees and Governors incur in carrying out their duties.
- 1.2 It is important to ensure equality of opportunity to serve as Councillors and Trustees for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective. Trustees and Councillors will be able to claim reimbursement of expenses providing the expenses are incurred in carrying out their duties, as a Trustee, Councillor or representative of Maritime Academy Trust (the **Trust**).
- 1.3 The following process and principles will apply to the approval of expenses:
 - (a) the actual cost must be notified to the Councillor or Trustee's Chair within a week of incurrance,
 - (b) a claim for reimbursement must be submitted to the Councillor or Trustee's Chair within four weeks of the expense being incurred; and
 - (c) a receipt is required in order to obtain a refund.

2. Expenditure Categories

Councillors and Trustees will be able to claim for the following, on a case-by case basis.

- (a) Childcare or baby-sitting allowances
Where there is not a spouse, partner or other responsible adult to care for children during a period of absence. Claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost

of a babysitter.

- (b) Care arrangements for an elderly or dependent relative
Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care.
- (c) Councillors with a special need, or where English is not their first language
For example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support.
- (d) Telephone charges, photocopying costs and stationery
These may be reimbursed where there is no access to use the facilities of an academy in the performance of any duty on behalf of the Local Academy Council or Trust. A written record must be kept or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
- (e) Travel
It is expected that Councillors and Trustees will always use the most cost-effective option available for approved duties. Where public transport is used Councillors and Trustees must travel standard class and receipts must be provided to support claims.

Where Councillors and Trustees have to use a private vehicle for an approved duty, the mileage will be calculated according the shortest route to and from the required destination, payable at the current rates specified by HMRC:

- (i) First 10,000 miles paid at 45p (currently) per mile; and
- (ii) 10,001 miles plus paid at 25p (currently) per mile.

3. Making a Claim

3.1 To reduce administration, unless substantial sums are involved, Councillors

and Trustees are asked to claim monthly in arrears, prior to the end of the financial year in question. Claims are to be submitted on the Trustee & Councillor Expenses Claim Form to the school's office team.

- 3.2 Claims by Councillors must be authorised by the Chair of their Local Academy Council, before being submitted to the Trust's Central Finance Team for payment processing. All reimbursements will be made by BACs.
- 3.3 For Chairs of Local Academy Councils and Trustees, claims must be authorised by the Trust's Chief Finance Officer, before being submitted to the Central Finance Team.
- 3.4 All claims for reimbursement must be accompanied by proof of expense, typically a third-party receipt. In the rare instance that a receipt is unavailable, the claimant must put in writing the reason for the lack of evidence, which will be considered by the approving body.
- 3.5 Claims will be subject to independent audit and may be investigated by the Trust's Finance, Audit & Risk Committee if they appear excessive or inconsistent.

4. Review of Rates

The Trust Board will review this policy and rates of reimbursement annually. They may not exceed those laid down by statutory regulation.

Trustee and Councillor Expenses Claim Form

Name:	
Academy/Team:	
Position:	
Claim Period:	

Mileage Claim

Date	From	To	Purpose	Miles
Total				

Expenses Claim

Date	Detail	Amount
Total		

Signed:

Date:

Bank Details

Account Number:

Sort Code: