

GUILSBOROUGH MULTI ACADEMY TRUST
TRUSTEE AND MEMBERS ALLOWANCES AND EXPENSES POLICY

Policy Name	Trustee and Members Allowances and Expenses
Committee	Finance, Audit and Risk Committee
Owner	Chief Financial Officer / Governance Professional
Statutory	Yes -Academy Trust Handbook
Authorisation	Board of Trustees

Date Ratified	Review Date
October 2024	October 2025



Version	Date	Author	Changes
V1	4/9/23	JBA	Initial issue

Legislative Compliance:
Trust Articles of Association 2022 (paragraph 6.5)
Academy Trust Handbook 2023 (paragraph 5.36 and 5.37)



Contents

1. Aims of the Trustee and Members Allowances and Expenses Policy
2. Legislation and Guidance
3. Allowance / Expense Claims



1. Aims

Guilsborough Multi Academy Trust has decided to pay reasonable allowances from the Trust's delegated budget to cover any costs that Trustees or Members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Member on the grounds of cost.

2. Legislation and Guidance

This policy complies with our Articles of Association, with particular reference to paragraph 6.5 of the Articles of Association which stated that *'a Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by them when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.'*

3. Allowance / Expense Claims

Members and Trustees 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. Allowances may be claimed by completing a Trust Expenses claim form (available from the Trust shared drive) and submitting it to the Trust Finance Team or Governance Professional.

Reasonable allowances will only be paid at cost, on the provision of a receipt (limited to the amount shown on the receipt) and may be claimed 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. Reimbursable costs should be agreed in principle by the Board or committee before they are incurred.

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

Travel expenses where a Trustee or Member uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates as detail on the gov.uk website:

[Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/mileage-rates)