



# Trustee Allowances Policy

Policy Information	
Policy Owner	Chief Operating Officer
Issue Version	1.0
Approving Committee	Finance & Audit
Adopted Date	June 2021
Review Cycle	Annual
Last Review Date	June 2021
Next Review Date	June 2022

## Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

A handwritten signature in black ink, appearing to read 'Chris Jones', is positioned above the signature text.

Signed  
(Chair of Trust)

Date: June 2021





## 1. Aims

The Trust Board to pay reasonable allowances from the school's delegated budget to cover any costs that board 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 governor on the grounds of cost.

## 2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that Boards are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our Funding Agreement and Articles of Association.

## 3. Overview

Members of the Trust Board 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 will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governing board may claim 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 Finance and Audit Committee **before** they are incurred.

The Chair of the Trust may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Trustee uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Allowances may be claimed by submitting a request form to Anna Tapley, Clerk to the Trust at [anna.tapley@transformingfutures.org.uk](mailto:anna.tapley@transformingfutures.org.uk).

## Appendix 1 – Trustee Claim Form

### Transforming Futures Trust

#### Governor claim form

Name:

Address:

Claim period:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to Anna Tapley, Clerk to the Trust at [anna.tapley@transformingfutures.org.uk](mailto:anna.tapley@transformingfutures.org.uk) with any relevant receipts.

The form should be submitted within 3 months of the expenses being incurred.

## Appendix 2 – Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

## Appendix 3 – Version Control Amendments

Version No	Date	Summary of Changes