



**Transforming
Futures**
TRUST

Trustee Allowances Policy

Policy Information	
Policy Owner	Chief Finance Officer
Issue Version	2.1
Approving Committee	Finance & Audit
Adopted Date	February 2023
Review Cycle	Annual
Last Review Date	February 2023
Next Review Date	February 2024

Adoption of the Policy

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

Signed

Date: 21st February 2023

(Chair of Trust)



Version Control Amendments

Version No	Date	Summary of Changes
2	07/02/2023	Link to other Trust policies and change of names

1. Aims

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

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) 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 and school governing boards may claim allowances to cover expenditure necessary to enable them to perform their duties. The rates are consistent with those paid to employees of the Trust as detailed in the Trust Expenses Policy.

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. Unusual 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 [the](#) Trust Executive Officer.

Appendix 1 – Trustee/Governor Claim Form

Transforming Futures Trust

Trustee/Governor claim form

Name:

Address:

Claim period:

Bank Account No	
Sort Code	
Name on Account	

I claim the total sum of £_____ for Trustee/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)	
Total expenses claimed	

This form should be submitted to the Trust Executive Officer with any relevant receipts. Reimbursement will be via the purchase ledger process.

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

Mileage Rates These will be updated from time to time by HMRC

Type of Vehicle	Less than 10,000 miles	Over 10,000 miles
Car or van	45 pence	25 pence
Motorcycle	24 pence	24 pence
Bicycle	20 pence	20 pence

