*'They will soar on wings like eagles …'*
Isaiah 40:31

**collaborate | enrich | trust | innovate | aspire |nurture**

# Governance Expense Policy

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Date of next Review: 05/2026

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| Version | Date | Author | Change Description |
|---|---|---|---|
| V1.2 | April 2026 | Marian Scally | Value changes to 2 – Childcare<br>Value changes to 5 – Subsistence<br>Changes to claim process |

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## Purpose

Trustees and Governors give their time generously for the benefit of the Trust and each of its schools. To ensure that nobody is prevented from playing a full part in governance activities due to financial reasons, the Trust Board has agreed the following policy on paying expenses.

The work of Trustees and Governors is central to securing our vision of thriving local communities of learning and in the case of those schools with a Christian foundation, rooted in the teachings of Jesus and the Gospel narrative. All levels of Governance need to be representative of the communities we serve. It is important that a wide range of people are encouraged to become involved in the strategic development of the trust and its schools and that there are as few barriers as possible for those who wish to offer their time to the role.

The Trust believes that paying allowances for the specific expenses as outlined below is important to ensure equality of opportunity community and is an appropriate use of Trust and School funds.

## Key Features

The Articles of Association allows for the payment of reasonable expenses properly incurred when acting on behalf of the Trust and this provision is extended to Governors also.

Trustees and Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role.

Claims **cannot** be made for;

- attendance at meetings
- loss of earnings
- expenses in connection with foreign travel.

Costs may be reimbursed for expenses, including child care costs, incurred whilst attending trust and Local Governing Body meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

1. Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

2. It is the responsibility of Trustees and Governors to decide for themselves whether or not to claim.

**Approved Expense Categories**

There are five approved categories for expenses:

1. Travel
2. Childcare
3. Care Arrangements for Elderly or Dependent Relatives
4. Clerical
5. Subsistence

**1. TRAVEL EXPENSES**

If travel is deemed necessary then in line with the Trust's Value for Money requirements and our commitment to reduce carbon emissions, Trustees and Governors should consider public transport in the wherever possible. That said due consideration should be given to cost, the most efficient use of time, and the practicality of the various options when deciding on the best form of transport. When other considerations are placed higher than economic (e.g. governor chooses to travel more expensively by rail rather than driving, so they can work on the train) then prior approval must be obtained from the budget manager.

Travelling with others is encouraged wherever possible.

**Public Transport** – The use of public transport for eligible journeys will be reimbursed upon production of a ticket for the journey. Reimbursement of fare upon production of a ticket; rail travel should be by second class, and every effort should be made to use fares which offer the best value.

**Car** - The latest mileage allowances should be applied. At present these are;

| Type of Vehicle | First 10,000 business miles | Each business mile over 10,000 |
|---|---|---|
| Cars and Vans | 45p per mile | 25p per mile |
| Motor cycles | 24p per mile | 24p per mile |

Governors and Trustees travelling together can claim 5p per passenger per business mile

Claims for parking must be accompanied with a ticket.

The Trust will not, under any circumstances, reimburse fines for traffic offences including;

- parking fines
- avoidance of road tolls
- non-payment of congestion charges
- road traffic offences including speeding fines

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Trustee.

**2. CHILDCARE**

Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is **£15.00**.

Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members or friends.

**3. CARE ARRANGEMENTS FOR AN ELDARLY OR DEPENDENT RELATIVE**

Claims for the actual cost of reimbursement to a registered carer may be made while attending meetings of Trustees or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

**4. CLERICAL EXPENSES (stamps, envelopes, photocopying/printing etc)**

As required to cover the cost of unavoidable clerical expenses incurred carrying out Trustee duties but subject to proof of purchase (e.g. till receipt). Please consider the environment before printing and only print items where it is absolutely necessary.

**5. SUBSISTENCE EXPENSES (meals and refreshments in connection with an overnight stay)**

Overnight stays will not normally be required for governance duties. If such stays are required for national conferences or other training, approval should be sought in advance from the Head Teacher or Chief Operating Officer. In these cases, accommodation and travel tickets will be made in advance of the trip. The maximum claim for subsistence in respect of travel is outlined below

| **Type of expense** | **Maximum amount of claim** |
|---|---|
| Overnight accommodation (bed and breakfast) | £125 per night |
| Breakfast when travelling - if leaving home before 06:30 and the total journey time is more than 2 hours | £15 |
| Lunch – on days following an overnight stay | £15 |
| Evening meal – when staying away from home overnight | £30 |
| Evening meal when travelling – if arriving home after 20:00 and the total journey time is more than 2 hours | £15 |

**Procedure for Claiming**

In order to provide a clear audit trail, the claimant should complete a copy of the Governance Expenses Claim Form and provide all tickets and receipts as proof. Claims should be submitted to either the School Business Manager or School Finance Officer for Local Governors and the Chief Financial Officer for Trustees.

AQUILA
Diocese of Canterbury
Academies Trust

**GOVERNANCE EXPENSE CLAIM FORM**

Name: _____

Address: _____

Bank account no. _____

Sort Code: __ __/__ __/__ __

Date and purpose of meeting/visit e.g. conference/training/board/governors meeting:

_____

I wish to claim **£**_____ (please insert amount claimed and tick appropriate boxes)

Signed (claimant) _____ (date) _____

| 1. **TRAVEL EXPENSES** | | AMOUNT |
|---|---|---|
| Bus Ticket – please attach bus ticket | □ | £ _____ |
| Mileage for car – please list mileage incurred and cc of vehicle | □ | £ _____ |
| Mileage _____ cc of car _____ | | |
| Taxi fare – please attach receipt | □ | £ _____ |
| Car parking – Please attach ticket | □ | £ _____ |
| Passengers _____ | | £ _____ |
| 2. **CHILD CARE** | □ | £ _____ |

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) _____Signature _____ Date ___

| 3. **CARE ARRANGEMENTS FOR AN ELDARLY OR DEPENDENT RELATIVE** | | £ _____ |
|---|---|---|

Please request registered care provider sign and date below, and insert amount to be claimed above.

Name (print) _____Signature _____ Date ___

| 4. **CLERICAL EXPENSES** | □ | £ _____ |
|---|---|---|

Please attach a list of the items purchased and receipts

5. **SUBSISTENCE EXPENSES** □ £ _____

Please attach details and receipts

Total £ _____

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**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND AUTHORISE THIS CLAIM**

Signed: _____ (Business Manager/ Finance Officer/ Chief Financial Officer)

Date: _____

Cost Centre: _____

Transaction number _____