

The Kingston Academy



Trustee's Allowances and Expenses Policy

July 2017

Date approved: 10 July 2017

Approved by: Trust Board, Kingston Educational Trust

Frequency of review: Annual

Last review: Policy created March 2016

Next review due: July 2019

Trustee's Allowances and Expenses Policy

This policy has been written in line with the Academy's Articles of Association which state that 'A governor may at the discretion of the governors be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust but excluding expenses in connection with foreign travel.'

The Trust Board plays a key role in the success of the Academy. Individual trustees should not be deterred from playing their full part because of incidental costs. Therefore, it is proposed that the following expenses can be claimed (using the Academy's Expenses claim forms):

1. Car mileage allowance (at the current HM Revenue and Customs Authorised Mileage Rate)
2. Motorcycle allowance (at the current HM Revenue and Customs Authorised Mileage Rate)
3. Public Transport Costs (actual cost incurred)
4. Bicycle allowance (at the current HM Revenue and Customs Authorised Mileage Rate)
5. Meals (reasonable and necessary costs incurred)

Trustees must keep a written record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

The Trust Board will monitor, evaluate and review these payments periodically.

Claims are subject to a cap of £100 per annum (which may be waived at the discretion of the Chair of the Trust Board or head teacher) and should normally be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the forms available from the school office. Claims should be approved by the Chair of the Trust Board or by the head teacher.