

# Policy C10 – Expenses Policy for Trustees and Local Board members

## 1. Statement of purpose

- 1.1 This policy is designed to set out in what circumstances Trustees and Local Board members are entitled to claim for expenses. University of Brighton Academies Trust Trustees and Local Board members provide a voluntary service and as such should not be out of pocket for the service they provide.
- 1.2 This policy will be applied equally to all categories of Trustees and Local Board members. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governance volunteer on the grounds of cost.

## 2. Legislation and guidance

- 2.1 The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles. This policy complies with our funding agreement and articles of association.

## 3. What are expenses?

- 3.1 Expenses are refunds of legitimate payments which a Trustee or Local Board member has had to meet personally in order to carry out his or her duties to the Trust or Local Board. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

## 4. How to claim expenses

- 4.1 Local Board members' expenses claims should be submitted to their academy's Business Manager (or equivalent). The Business Manager will provide the relevant form to be completed.
- 4.2 Trustees' expenses claims can either be submitted on the Trust's Expenses Claim form for Trustees, for approval by the University of Brighton Academies Trust Chief Executive, and posted to the following address:

Multi Academies Trust Office Co-ordinator  
Multi Academies Trust Office  
University of Brighton  
Exion 27  
Crowhurst Road, Brighton  
BN1 8AF

OR

An online version of the form should be completed and submitted, together with a photo/scan of receipts, to [governance@brightonacademiestrust.org.uk](mailto:governance@brightonacademiestrust.org.uk)

- 4.3 As long as the academy/Trust only pays the recipient for the actual cost or expense, the payment is not taxable.

## 5. Legitimate expenses

- 5.1 The following are examples of legitimate expenses which may be claimed<sup>1</sup>:

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<sup>1</sup> Other justifiable expenses may be considered by the Trust's finance team or the Local Board Chair and Business Manager (or equivalent).

- (i) The reasonable cost of travelling to and from Trust or Local Board meetings, and on associated business and events. This can include the cost of using public transport<sup>2</sup> (where is preferred as far as is practicably possible), taxi fares for short journeys, and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable;
- (ii) Communication support: translating documents into Braille for a visually impaired Trustee or Local Board member, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
- (iii) Providing special transport, equipment or facilities for a Trustee or Local Board member with a disability whilst on Trust or Local Board business;
- (iv) Reasonable refunds for the cost of meals taken whilst on Trust or Local Board business;
- (v) Cost of reasonable overnight accommodation and subsistence (including any essential care costs) whilst on Trust or Local Board business;
- (vi) The reasonable cost of childcare, or care of other dependants (for example, an elderly parent) whilst on Trust or Local Board business<sup>3</sup>;
- (vii) The cost of postage and telephone calls on Trust or Local Board business;
- (viii) The costs of a Trustee's or Local Board member's telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the Trust.

5.2 All expenses (with the exception of i. and ii. in the above list) should be approved by the University of Brighton Academies Trust Chief Executive (in the case of Trustees) or the Chair of the Local Board and the Academy Business Manager or equivalent (in the case of Local Board members) prior to the expenses being incurred.

## 6. Expenses that do not constitute legitimate claims

6.1 The following examples of expenses that do not constitute legitimate claims or are excessive, and/or do not relate to activities of the Trust or Local Board:

- (i) Payment to cover the loss of earnings;
- (ii) Attendance allowance;
- (iii) Payment of hotel accommodation or travel costs for spouses or partners who are not themselves travelling on the business of the Trust or a Local Board;
- (iv) Payment of private telephone bills for business unrelated to the Trust or a Local Board;
- (v) Payment of private medical insurance;
- (vi) Petrol mileage rates above the levels approved by HMRC for claimable expenses<sup>4</sup>;
- (vii) In the case of a governance volunteer nominated by an organisation, expenses already allowed for under that organisation's statutory or contractual arrangements.

## 7. Policy status and review

<b>Written by:</b>	Head of Governance and Admissions
<b>Owner:</b>	Head of Governance and Admissions
<b>Status:</b>	V1 = Approved V1a = postal address amended Mar 17 V1b = postal address amended Aug 18 V2 = Approved
<b>Approval date:</b>	HAT: RC 24/6/15 UoBAT: RC 11/3/16 Merger editorial changes 1 September 2017 V2 = Trust Executive 11/07/2022
<b>Review Date:</b>	July 2025

<sup>2</sup> All transport tickets should be standard class.

<sup>3</sup> The costs incurred for childcare or care of other dependants will only be refunded if the costs would not have normally been incurred at the time of the scheduled meeting.

<sup>4</sup> 45p/mile Car, 24p/mile motorcycle, 20p/mile cycle.