

Title	Expenses for Governors and Directors of the Brooke Weston Trust
Associated Policies	N/A

REVIEWED: AUGUST 2016

NEXT REVIEW: AUGUST 2019

- 1. Policy Statement**
 - 1.1 The Brooke Weston Trust is committed to ensuring that there is transparency and openness in terms of how it uses government funding to advance education. Academy governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties.
- 2. Who does this policy apply to?**
 - 2.1 This policy applies to all governors of the Academy and Directors of the Brooke Weston Trust.
- 3. Who is responsible for implementing and reviewing this policy?**
 - 3.1 It is the duty of all governors to follow the procedure for claiming expenses outlined in this policy.
 - 3.2 The implementation of this policy will monitored by Executive Leadership Team and remain under review by The Brooke Weston Trust (Finance & Resources Committee).
- 4. Procedure**
 - 4.1 Whenever a governor wishes to claim back costs, **appropriate proof of payment must be provided.** In most cases receipts must be provided for claims. Governors are entitled to claim the actual costs for the following activities where the governor is acting on behalf of the Brooke Weston Trust or any of its academies:
 - There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school’s facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
 - Travel expenses must be paid at a rate not exceeding the maximum level of HM Revenue & Customs approved mileage allowance payments. Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Governors are encouraged to consider car-sharing as a method of reducing cost. Mileage may be claimed for distances exceeding one mile each way. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.
 - 4.2 Any claims for other allowances should be submitted for consideration by the chair of governors in advance of the costs being incurred where this is practicable.
 - 4.3 Governors will not be paid an attendance allowance or be reimbursed for loss of earnings.
 - 4.4 Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Director of Finance. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The Director of Finance will approve claims and claims forms should be addressed to them.
 - 4.5 Claims will be investigated by the chair of governors if they appear excessive or inconsistent.
- 5. Policy Review**
 - 5.1 This policy will be monitored as part of the Academy’s annual internal review and reviewed on a three year cycle or as required by legislature changes.

APPENDIX 1 – EXPENSES CLAIM FORM

Expenses Claim

Name	Date	Organisation

Travel Expenses

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Other Expenses

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Signed

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Date

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Please attach any corresponding receipts to this claim form and submit completed forms to:
Miss A Trott, Brooke Weston Trust, Coomb Road, Great Oakley, Corby, Northants NN18 8LA