

EQUITAS ACADEMIES TRUST



TRUST BOARD EXPENSES POLICY

Review Date: June 2026
To be Reviewed: June 2028
Agreed: F&GP Committee
Policy Lead: Chief Finance Officer

TRUST BOARD EXPENSES POLICY

Contents	Page
1. Introduction	3
2. Definition	3
3. Reimbursement expenses	3
Expenses Claim Form	4
Mileage Form	5

TRUST BOARD EXPENSES POLICY

1. INTRODUCTION

- 1.1 This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013. These regulations give academy governing bodies the discretion to pay allowable expenses from the annual budget allocation to board and committee members for certain expenses which they incur in carrying out their duties.
- 1.2 Equitas Academies Trust believe that paying expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as board or sub-committee members for all members of the community and so in an appropriate use of funds. The specific items allowable reflect this objective.

2. DEFINITION

- 2.1 Board and committee members will be able to claim expenses, provided these are incurred in carrying out their budget as Trustees.
- 2.2 Board and committee members will be able to claim for the following, on a case by case basis.
- Incidental expenses such as refreshments which are incurred by the individual whilst they are attending training seminars, meetings or any appointment on behalf of the Trust.
 - Any hotel expenses deemed as reasonable including room, lunch, evening meal and breakfast when attending events on the Trust's behalf. Such expenditure should be approved by the Accounting Officer prior to attending the event.
 - Any travel expenses incurred to and from events that the individual is attending on the Trust's behalf, including public transport, taxi (if appropriate) and use of own vehicle. Travel expenses are reimbursed at the HMRC car user allowance rate or the cost of a second class rail ticket whichever is least.

3. REIMBURSEMENT OF EXPENSES

- 3.1 Expenses should be claimed on a monthly basis using the attached Expenses Claim Form or where applicable Mileage Form. Claim forms should be authorised by the Trust's Chief Finance Officer and should be accompanied by all receipts relating to that period.
- 3.2 Payment will be made by BACS.
- 3.3 Purchases of train and flight tickets, hotels, etc. should be made directly by the Finance Team.

EXPENSES CLAIM FORM

Name: _____

Role: _____

Contact No.: _____

EQUITAS ACADEMIES TRUST

Month: _____

Code: Travel (T) Parking (P) Meals (M)

Hotel (H) Entertainment (E) Other (O)

Date	Details	Expense Code	Amount (£)
	Total Amount (£):		

MILEAGE FORM

Name: _____

Role: _____

Contact No.: _____

EQUITAS ACADEMIES TRUST

Month: _____

Make/Model (Car): _____

Engine Size (Car): _____

Date	Details of Journey	Reason for Journey	Actual Mileage	Claimable Mileage
Total Mileage:				