

Alexandra Academy Trust



Trustees and Governors Allowances and Expenses Policy

Date of last review: Summer 2025
Date due for review: Summer 2028

Signed

_____ CEO Date _____

_____ Chair of Trustees Date _____

Trustees and Governors Allowances & Expenses Policy

Trust Mission statement

‘Working together to create better futures’

Aims

The Board of Trustees have decided to pay reasonable allowances from the Academy Trust’s delegated budget, to cover any costs that any board member incurs through carrying out their duties.

This policy sets out the terms on which such allowances will be paid. By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee/Governor on the grounds of cost.

Legislation and Guidance

The Academy Trust Handbook (section 5.37) states that the Trust should be aware of the Charity Commission’s guidance for trustees.

This policy complies with our funding agreement, articles of association and Charity Commission guidelines.

Overview

Members of each Board may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Board of Trustees or Local Governing Boards may claim allowances by completing a claim form (see appendix 1) and submitting this to the Trust Business Manager via email: tbm@alexandraacademytrust.co.uk

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Board of Trustees or Local Governing Boards may claim for:

- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Audit, Risk, Finance & Resources committee **before** they are incurred.

The Chair of Trustees (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Trustee/Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Alexandra Academy Trust

Trustee/Governor Claim Form

Name

Address

Claim Period

I claim the total sum of £_____ for **Trustee/Governor** expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed _____

Date _____

Expense Type	£
Childcare	
Care arrangements for dependent relatives	
Support for a Special Need or English as a Second Language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Trust Business Manager
tbm@alexandraacademytrust.co.uk along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2:
Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p