



The Olympus Academy Trust

Governance Framework Appendix F

Expenses Policy

Document Summary

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On Trust Website?	Yes
On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
1	24 January 2012		<ul style="list-style-type: none"> Approved by Board of Trustees and Members.
2	5 February 2013		<ul style="list-style-type: none"> Updated terminology only. Approved by Board of Trustees.
3	1 December 2015		<ul style="list-style-type: none"> Paragraph 5.4, 5.5 and 8.2 updated and added Expenses Claim form Approved by Board of Trustees.
4	6 October 2017		<ul style="list-style-type: none"> Amendments to 4.4 and 4.5 in line with inflation Approved by Board of Trustees.

5	11 February 2020	RSL	<ul style="list-style-type: none">• Changes from students to learners and Directors to Trustees.• Approved by Board of Directors.
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1. Introduction

1.1 Trustees, governors and committee members have the right to claim reimbursement or an allowance for reasonable expenses resulting from carrying out their role and responsibilities as a trustee, governor or committee member. The following are examples:

- Travel costs (car or public transport) to board, or committee meetings, workshops, training courses or any journey linked to The Trust's business.
- Meals.
- Accommodation.
- Parking.
- Care costs.
- Telephone rental.
- Internet /Broadband use.
- Travel.

1.2 It is the responsibility of each trustee, governor or committee member to ensure that each claim is accurate. Trustees, governors and committee members should keep a record of meetings attended and the mileage/travel costs per meeting.

1.3 Mileage will be reimbursed at the current HMRC rate of:

- All cars 45p a mile
- Motorcycles and scooters 24p a mile

1.4 Trustees, governors and committee members should try to share cars wherever it is practical and only one claim should be submitted. If a trustee, governor or committee member carries another trustee, governor or committee member as a passenger in their car they may claim an additional 5p a mile per passenger

1.5 When a trustee, governor or committee member claims for mileage they are advised to retain receipts for fuel purchased.

1.6 Reimbursement of parking fees may also be claimed. A receipt or the ticket itself should be provided to substantiate the claim.

1.7 Public transport will be reimbursed as follows:

- Trains second class fare
- Tube, Coach, Bus and Tax at cost

1.8 Taxi journeys should be avoided if possible as they can be expensive. They may be used for example to make a short journey from a train station to a meeting. In some circumstances, trustees, governors or committee members may not have their own transport and live in more remote areas where there is no or limited public transport. In such circumstances taxi journeys are the only real option available. A receipt must always be produced. Taxi drivers are required by law to provide receipts upon request from the passenger.

- 1.9 When using the tube a receipt is always available from the desk or machine, which can be retained. Alternatively a Trust Oyster card can be used. This can be obtained from the PA to the Chief Executive Officer and should be returned after use.

2. **Accommodation and Food**

- 2.1 Reasonable meal expenses may be claimed if a receipt is produced. The repayment will be the actual sum noted on the receipt or the maximum which can be claimed as subsistence (see below) whichever is the least. Subsistence rates, reviewed annually, are:

Meal	Maximum Rate	Requirements
Breakfast	£10.00	More than 4 hours away from normal place of residence, before 11 am.
Lunch	£15.00	More than 4 hours away from normal place of residence, between 12 noon and 2 pm.
Evening meal	£30.00	More than 4 hours away from normal place of residence, ending after 7 pm.

- 2.2 Trustees, governors or committee members will not be eligible to claim for meal costs where food is provided as part of the meeting/event. Purchase of alcohol cannot be reimbursed.

- 2.3 Overnight accommodation allowance may be claimed in the following circumstances:

- Attending a meeting or course which starts before 10:30 a.m. or ends after 7:30 p.m. and is at least 100 miles (or a two-hour car journey) from home.
- Conference or course where overnight accommodation is not part of the fee.
- When the meeting and returning travelling time last at least 12 hours.
- When the meeting or course lasts more than one day and it costs less to stay overnight than return home.

- 2.4 The cost of overnight accommodation must be reasonable (typically no more than £75 per night, £120 for London).

- The appointment and if necessary removal of directors (only those who are appointed by the Trust Members).
- The transaction of any other general business which requires the Trust Members' approval proposed by the board of directors and included in the notice convening the meeting. Such business may include any amendments to the articles of association.

3. **Pre-booking**

- 3.1 Accommodation, travel arrangements and meal provision should wherever possible be pre-booked and confirmed by the company secretary when attending events for or on behalf of The Trust. This can save The Trust significant amounts of money through its ability to negotiate lower rates and save in the administration of expenses claims.

4. **Carer's Allowances**

- 4.1 Payments can be made in relation to arranging childcare or professional care for elderly, sick or dependent relatives. These payments are treated as remuneration and taxed accordingly.
- 4.2 Childcare is reimbursed in accordance with the following requirements:
- Payment is made to someone other than a close relative.
 - Payments for the care of under 8s is restricted to payments to registered childminders and other statutory approved child care providers.
 - Payments are restricted to the care of children up to their 14th birthday who normally reside with the trustee, governor or committee member.
 - No payments are made in respect of the care of children of compulsory school age during school hours except where the child is absent from school due to illness.
- 4.3 The reimbursement of expenditure on professional care for an elderly, sick or disabled dependant relative normally residing with the trustee, governor or committee member and requiring constant care, to enable the trustee, governor or committee member to undertake approved duties, is subject to payments being restricted to agencies or persons qualified to provide care. The payment can only be made to someone who is other than a close relative. Reimbursement of expenditure for the care of an elderly, sick or disabled dependent relative will be restricted to care which would otherwise be carried out by the trustee, governor or committee member.
- 4.4 Payments made on the basis of reimbursement of actual expenditure incurred up to a maximum rate of £10.00 per hour for each hour of absence from home and are subject to a maximum of £500 in any one year.
- 4.5 Some local authorities can provide a care assistant free of charge for persons over 16. If a carer from a private agency is required then up to £15 per hour can be claimed. Reimbursement of actual costs incurred will be made where a trustee, governor or committee member requires the services of a carer to help them carry out their duties. Receipts must be provided by the carer. A simple signed and dated letter with details of dates, times and amounts paid will suffice. The personal details of the carer (name, address and telephone number) may also be required for the verification of claims.

5. Other Allowances

- 5.1 A flat termly allowance of £10 can be claimed by trustees, governors and committee members to contribute towards the costs of phone / broadband charges, and the costs of paper and printer ink incurred on The Trust's business.

6. Validation and Certification of Expenses

- 6.1 Where required, receipts and invoices must be provided to support claims.
- 6.2 All claims for expenses must be completed on the appropriate form and signed by the trustee, governor or committee member and will then be certified by company secretary.
- 6.3 In exceptional circumstances where the limits set out within this paper may not be sufficient, the trustee, governor or committee member should bring this to the attention of the company secretary as soon as possible, with a justification for the additional expense.
- 6.4 Allowances must not be claimed where the trustee, governor or committee member is entitled to receive payment from another body. Where a trustee, governor or committee member attends an event at an organisation from which it is possible to claim reimbursement for travel and subsistence, the claim should be submitted to that organisation rather than The Trust.

7. Payment of Claims

- 7.1 Trustees, governors and committee members are expected to claim costs at least quarterly. Claims for expenses older than 12 months will not be paid.
- 7.2 Payments are made via BACS and will be made direct to the trustee, governor or committee member's specified bank account.
- 7.3 It is The Trust's preference to pay carers direct and, to facilitate this, appropriate payment details must be submitted to the company secretary.

8. General

- 8.1 It is the individual trustee, governor or committee member's responsibility to ensure that no difficulties arise relating to car insurance with regard to using a vehicle on The Trust's business and claiming expenses.
- 8.2 The Trust is not responsible for any damage to the car of any trustee, governor or committee member, nor any injury to the driver or fellow passenger, nor any third party claims whilst the car is being used on The Trust's business.
- 8.3 The Trust does not accept responsibility for any fine incurred by the trustee, governor or committee member (whether parking or any other driving offence) whilst they are travelling on the Trust's business.

- 8.4 The Trust retains the right to publish expenses paid to trustees, governors and committee members.
- 8.5 If the company secretary has any concerns regarding the validity of any expense claim made by any trustee, governor or committee member they will refer the matter back to the trustee, governor or committee member and notify the chair of trustees or chair of the relevant local governing body as appropriate (in the case of any concerns regarding claims by the chair of trustees then to the chair of the audit & risk committee). If the matter is unresolved or where there is ongoing cause for concern then the matter will be dealt with as a potential breach of the code of conduct and investigated in accordance with its procedures.

9. **Review of Allowances**

- 9.1 Allowances are reviewed annually by the board of trustees.

Trustee/Governor Expenses Claim Form

Name:

Position:

Address:

Email address:

Telephone No.

Date	Reason for Claim	Type of claim	Number of miles (@45p per mile)	Amount £
Total				

Total

I confirm that this claim is for expenses resulting from carrying out my role and responsibilities as a trustee, governor or committee member of The Olympus Academy Trust.

Signed:

Date:

Please submit claims for expenses to Lou Day, Trust Governance Coordinator: louise.day@olympustrust.co.uk or to The Olympus Academy Trust, c/o Winterbourne Academy, 17 High Street, Winterbourne, South Gloucestershire, BS36 1JL