



## The Robert Carre Trust

### **Members, Trustees, Governors and Staff Allowances Policy**

#### **Introduction**

The Trust believes that reimbursing expenditure incurred by Members, Trustees, Governors, committee members and staff in the performance of their duties is important in ensuring equality of opportunity for all members of the community, and that this is an appropriate use of funds. Claims will be paid from the school's delegated budget.

#### **Principles**

No Member, Trustee, Governor or member of staff should be out of pocket for expenses incurred during the course of their duties.

All Members, Trustees, Governors, any non-governor members of committees established by the Members, Trust or Local Governing Body, and members of staff will be treated equally.

There is no provision in this policy for Members, Trustees, Governors or non-governor members of committees to claim for loss of earnings or an attendance allowance.

Individual expenses will be kept confidential, but expenses forms will be required to be completed for audit purposes.

#### **Eligible Expenses**

The following are eligible expenses for people listed above, where appropriate:

- child care or baby-sitting expenses;
- care for an elderly or dependent relative;
- telephone charges, photocopying, stationery etc;
- travel and subsistence, i.e., meals purchased that would not otherwise have been bought.

#### **Care costs**

Care costs will not be met under this policy where the care for a child or dependent relative is being provided by an existing or former spouse or partner, or by a responsible person who normally lives in the family home.

Care costs are specifically for occasions outside of normal working hours only.

Claims for payments must be supported by the submission of a receipt/invoice.

#### **Telephone Charges and Stationery**

Reasonable expenses will be met for telephone calls made on behalf of the Trust and stationery used for Trust business.

Photocopying should be done at the school, where possible.

Claims for payments must be supported by the submission of a receipt, or in the case of a telephone claim, the relevant bill.

### **Travelling Expenses**

Travelling expenses reasonably incurred by people listed above travelling on authorised school business shall be reimbursed by the Academy and shall be calculated by reference to the main place of employment. Travelling expenses shall not be payable in respect of normal journeys between the home and normal place of business.

Where a people listed above, with the approval of the employer undertakes voluntarily extra-curricular activities, they shall receive reimbursement of travelling expenses in accordance with these provisions.

Those eligible shall not be required to use their personal cars in the service of the Academy, but where they agree to do so the Academy shall pay an allowance in accordance with the provisions set out below.

Those eligible who do not have the use of a car and who have to travel in the course of work will have the costs of public transport reimbursed. Reimbursement will normally be based on the most economic travel option, which will normally be second class travel on a train.

Those eligible claiming travelling expenses are required to complete the claims form attached as appendices to this policy. An electronic version of the form is located in the staff only section of the school intranet and hard copies are available from the school office.

When undertaking a journey for which payment is made, those eligible may be required to transport in the car, without additional payment, equipment or passengers concerned in the purpose of the journey.

Those eligible claiming travelling expenses must hold a valid driving licence and certificate of motor insurance which includes provision for use of the car for business.

### **Travel Rates**

The Trust has adopted the current rates for travel:

- Car mileage @ the current HMRC rate
- Public transport costs at lowest economic rate

Claims are to be submitted as soon as practicable after completion of the journey but certainly within the calendar month during which the journey occurred.

### **Subsistence Allowances**

Subsistence expenses reasonably incurred by a Member, Trustee or Governor or member of staff in the course of authorised travel on Trust business shall be reimbursed by the authority as detailed below.

Where a teacher, with the approval of the employer, voluntarily undertakes extra-curricular activities, the teacher shall receive reimbursement of subsistence expenses as detailed below.

Payment of subsistence allowances is subject to the condition that expenditure for which the allowances are claimed has actually been incurred. Claims for payments must be supported by the submission of a receipt. Where the receipted amount is less than the allowance, the actual amount will be paid.

An allowance shall not be paid where an authority provides a suitable meal. Where a teacher is able to have meals in a local authority establishment, only the actual expenditure shall be reimbursed.

In the case of an absence from the usual place of work, reasonable expenses will be reimbursed on production of receipts.

Staff should seek clarity about 'reasonable' before travelling.

Those eligible must submit their claims at the earliest practical point after the expenditure has been incurred.

### **Process**

- Those eligible must complete a claim form and provide receipts, and/or other evidence of expenditure, wherever possible.
- Members', Trustees' and Governors' claims will be authorised by the Chairman of the Finance Committee
- Any claims by the Chairman of the RCT Board will be authorised by the Vice-Chairman of the RCT board
- The Executive Headteacher's claims will be authorised by the Chairman, or in his absence, the Vice-Chairman of the RCT Board
- The Head of School's claims will be authorised by the Executive Headteacher
- Staff claims will be authorised by the appropriate Headteacher/ Head of School
- Payments, once authorised will be made via BACS

### **Appendices**

**A Travelling Expenses Claim Form**

**B Expenses (non travel) Claim Form**

**Reviewed at the meeting of the Finance Committee on 14 March 2016**

**Ratified at the meeting of the Board on 23 March 2016**

**Next Review Date: March 2020 (4 years)**

**TRAVELLING EXPENSES CLAIM FORM**

**CLAIMED BY:**

Surname and Initials, Mr, Mrs or Miss \_\_\_\_\_  
(Block capitals)

Private Address: \_\_\_\_\_

Date of Travel	Name and Location of Course or Purpose of Journey	Travelling From To	Mileage	Rate	£
				@45p per mile	
Subsistence (where applicable) Other expenses (please specify)					
<b>TOTAL</b>					

**CLAIMANT'S CERTIFICATE**

The particulars stated are correct, the mileages claimed are for journeys over the shortest practicable routes and the allowances claimed are in accordance with the school regulations.

Signed \_\_\_\_\_

\_\_\_\_\_  
Authorising Signature

**FOR FINANCE OFFICE USE ONLY**

Arithmetic correct and certified for payment			
Invoice Audit No.	COST CENTRE	LEDGER CODE No.	Amount £
Date Issued:			
Chq No. Issued:			
Payment Audit No.			
<b>TOTAL</b>			

**EXPENSES CLAIM FORM (Non-travel)**

**CLAIMED BY:**

Surname and Initials, Mr, Mrs or Miss \_\_\_\_\_

(Block capitals)

Private Address: \_\_\_\_\_

Date of Claim	Name of Company	Item Purchased	Net Price		VAT		Total		
			£	p	£	p	£	p	
Reason for claim:									
<b>DEPARTMENT BUDGET:</b> _____									

**CLAIMANT'S CERTIFICATE**

Claimant's Signature: \_\_\_\_\_

Budget Holders Signature: \_\_\_\_\_

Authorising Signature: \_\_\_\_\_

**FOR FINANCE OFFICE USE ONLY**

Arithmetic correct and certified for payment			
Invoice Audit No.	COST CENTRE	LEDGER CODE No.	Amount £
Date Issued:			
Chq No. Issued:			
Payment Audit No.			
Order No?	TOTAL		