



ALLOWANCES POLICY (for Members, Trustees and Governors)

For adoption by all CDAT schools

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

Approved by	Date	Review Schedule	Date of next review
Trust Board	December 2023	Annually	December 2024

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1. Aims

The Trust Board/ Local Governing Board has decided to pay reasonable allowances from the Trust/school's delegated budget to cover any costs that Members, Trustees or Governors incur 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 Member, Trustee or governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

3. Overview

Members of the Trust Board/LGB 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 and Trustees may claim allowances by completing a claim form (see appendix 1) and submitting it to the Director of Finance. Governors may claim allowances by completing a claim form (see appendix 1) and submitting it to the Headteacher.

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

Claims may be made for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred due to support required for a special need or having English as a second language
- 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 Chair **before** they are incurred.

The Chair may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

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

4. Monitoring arrangements

This policy will be reviewed annually by CDAT. Any amendments will be presented at a meeting of the full Trust Board.

Appendix 1: Member, Trustee and Governor allowances claim form

ALLOWANCES CLAIM FORM

[School name]

Name:

Address:

Claim period:

I claim the total sum of £_____ for 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 Headteacher/CEO along with any relevant receipts.

The form should be submitted within one week of the expenses being incurred.

Appendix 2: CDAT Mileage Claim Form

DETAILS OF JOURNEYS - In making this mileage claim, **you confirm that you hold a current Driving Licence and valid insurance which covers business use**

Name:

Qualifying Miles	Rate	Mileage Claim	
0	£0.45	£0.00	£0.00
Expenses		Claimed	
		#REF!	#REF!
TOTAL PAYABLE			#REF!

Signature of claimant

Date

Signed as approved by
Name and position

Date:

Period Claimed:
Mileage Calculation

From

To:

Date	From	To	Purpose of Journey	Mileage	Home to office Mileage	Qualifying Mileage
						0.0
						0.0
						0.0
						0.0
						0.0
						0.0
						0.0
						0.0
						0.0

Appendix 3: 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