



## Expenses Policy

<b>Approved by:</b>	Finance & Resources Committee	<b>Date:</b> 19/11/2025
<b>Last reviewed:</b>	Ransi Bandara, CFOO November 2025	
<b>Next review due by:</b>	November 2026	

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## 1. Aims

This Policy sets out the terms on which expenses will be paid.

## 2. Who is the Policy For

The Trust have adopted the approach of producing one central Expenses Policy, to incorporate Staff, Board and Local Governors, rather than separate policies.

## 3. Definitions

None.

## 4. Overview - Staff

The Trust will reimburse staff for all reasonable expenses wholly, necessarily and exclusively incurred in the performance of their duties. Examples of expenses include:

- Travel,
- Subsistence,
- Overnight Accommodation,
- Eyesight tests
- Resources for school based activities (by exception only)

Consideration should always be given to using the most practical and cost-effective method of travel.

Staff will be reimbursed for expenditure on completion of the appropriate claim form (Appendix 1) and after authorisation of the claim by the approved signatory. Expenses are authorised in accordance with the table below:

Employee	Authorised By
All school based staff: including but not limited to Teachers, TAs, Administrators	Headteacher
Members of Senior Leadership Teams across the Trust with the exception of the CEO	Headteacher / CFOO / CEO
Trust Executive Leadership Team / Trust Central Team	CFOO / CEO
CEO	CFOO / Chair of Trustees

Reimbursement of travel claims will normally be made within the next payroll run after submission of the approved claim to the Finance Office. Appropriate detailed VAT receipts or invoices must be attached as confirmation of expenditure incurred. Where receipts are not available, i.e. for toll charges or underground fares, the reason for their unavailability must be given. Reimbursement may be made by means of a direct payment into the individual's bank account, in appropriate circumstances e.g. a delay in reimbursement may cause the claimant a cashflow difficulty.

## 5. Overview – Governors and Directors

Members of the Board of Directors or Local Governing Boards 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 Directors or Local Governing Boards may claim allowances by completing a claim form (see Appendix 2) and submitting it to the Clerk to the LGB or Governance Lead. The Clerk or Governance Lead will pass the information to the Chief Finance & Operations Officer (CFOO).

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

Directors and governors may claim for:

- Childcare,
- Care for elderly or dependent relatives,
- Extra costs incurred because they have a special need or 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, Head / CEO and the Director / Governor before they are incurred.

The Chair (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 governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 3).

## 6. Review

This policy will be reviewed by the CFOO annually. At every review, the policy will be approved by the Finance and Resources Committee and Board of Directors.

## 7. Links with other Policies

Links to other Policies include:

- Financial Management Policy.

**Appendix 1: Staff Claim Form**

## Appendix 2: Director/ Governor Claim Form

**[School name]**

### Director/governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for 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)	
<b>Total expenses claimed</b>	

This form should be submitted to the Clerk to the LGB or Governance Lead along with any relevant receipts. The Clerk or Governance Lead will pass the information to the CFOO.

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

### 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