



## **Allowances & Expenses Policy**

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### **The Perins MAT**

**2019-2020**

Approved by The Perins MAT Trust Board September 2019

Signed ..... Chair of Trustees

Signed ..... Executive Headteacher

## **Introduction**

Members, trustees and local governors cannot be paid either attendance allowances or for any loss of earnings. Regulations<sup>1</sup> however permit payments for out of pocket expenditure incurred for the purposes of enabling an individual to perform any duty relating to the management of the The MAT. These payments may include reasonable expenses to cover travel costs or child care cost.

To ensure equality of participation the Trust Board has agreed in principle that Members, trustees and local governors may claim expenses for attendance on approved duties. The scheme will apply equally to all, but it is open to any individual to choose whether not to claim.

## **Approved Duties**

Approved duties comprise properly convened Board and Committee meetings and other duties allocated to an individual by the Trust Board. Attendance at training courses falls outside the scheme.

## **Allowances and Expenses**

Claims may be made for the following:

### **Childcare expenses**

Where a member, trustee or local governor does not have access to a responsible adult to care for a child. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

### **Care arrangements for a dependent relative**

Claims will be limited to reimbursing the actual amount paid to a person providing the care that the member, trustee or local governor would have provided during the period of their absence.

### **Telephone charges, photocopying costs and stationery**

These costs will be reimbursed where the member, trustee or local governor is unable to use the facilities of a school in the performance of any duty on behalf of The MAT.

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<sup>1</sup> School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 as amended by the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013

## **Travel**

Mileage may be claimed at a rate approved annually by the Trust Board where the distance between the home of the member, trustee or local governor and the school or other venue which the member, trustee or local governor is required to attend on business related to the work of The MAT (e.g. meetings, visits to other providers, etc.) exceeds 3 miles. The rate will not exceed the HM Revenue and Customs (HMRC) approved mileage rates which are shown on the HMRC website

## **Claiming**

Claims, supported by receipts relating to the expenditure incurred, should be made to the Chief Finance Officer termly in arrears.

The Trust Board will regularly monitor and periodically review the effectiveness of the policy and the range of items for which expenses may be claimed.