

Policy Title:	<b>Members, Trustees and Governors Allowance &amp; Expenses Policy</b>
Version:	1
Member of Staff Responsible:	Chief Executive Officer
Status:	Statutory
Date adopted by Trust Board:	19 <sup>th</sup> May 2025 (No change)
Date of Review:	March 2026
Date Reviewed:	27 <sup>th</sup> March 2023 13 <sup>th</sup> May 2024
Reviewed:	Annually

### Change Record

Version	Date	Description
1.1		
1.2		
1.3		
1.4		

**Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind**

The Members, Trust Board and Governing Bodies play a key role in the success of the MAT. Individual Members, Trustees and Governors should not be deterred from playing their full part because of incidental costs. Therefore, it is proposed that the following expenses can be claimed (using the MAT's official Expenses Claim Forms):

1. Car mileage allowance (at HM Revenue and Customs Authorised Mileage Rate.)
2. Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate.)
3. Public Transport Costs (actual cost incurred.)
4. Bicycle allowance (at HM Revenue and Customs Authorised Mileage Rate.)
5. Meals (reasonable and necessary costs incurred.)
6. Childcare or care for a dependent (actual cost incurred.)

Where a Member, Trustee or Governor does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during a period of absence, in which that Member, Trustee or Governor attends meetings of the Members, Trust Board or Governing Body, its committees or in otherwise representing the MAT or Governing Body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

7. Support for Members, Trustees or Governors with special needs (actual cost incurred.)

Where the MAT or Governing Body does not provide facilities or equipment to enable a Member, Trustee or Governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

8. Support for Members, Trustees or Governors whose first language is not English (actual cost incurred)

The translation of documents or provision of an interpreter may be met in circumstances similar to a Members, Trustee or Governor with special needs.

9. Telephone Calls, copying, stationery etc (actual cost incurred.)

May be reimbursed where the Member, Trustee or Governor is unable to use the facilities of the MAT/Academy in the performance of any duty on behalf of the Members, Trust Board or Governing Body. Members, Trustees or Governors must keep a written record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

The Members, Trust Board or Governing Body will monitor, evaluate and review these payments periodically and at least when HM Revenue and Customs update their guidance.

Claims should normally be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the forms available from the finance office. Claims should be approved by the Chair of Members, Trust Board or Governors.