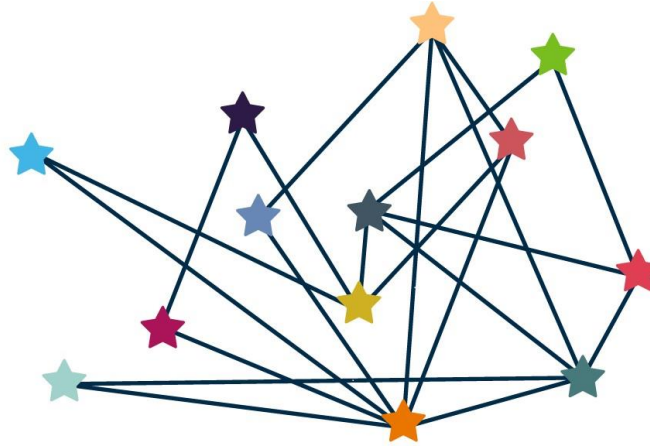


ULT Allowances Policy



UTTOXETER
LEARNING TRUST
INSPIRED TEACHING
INSPIRING CHILDREN

Approved: Autumn Term 2020

Due for review: Autumn Term 2021

ULT Allowances Policy

1. Aims

The Trust will pay reasonable allowances to members, trustees and local school governors to cover any costs that they may incur through carrying out their duties. Members and trustees' allowances will be paid from the Trust's central budget, whilst local school governor allowances will be paid from the appropriate school's delegated budget.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no-one in the ULT 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 65) says that Trust Boards in multi-academy trusts are free to determine their own policy on the payment of allowances and expenses.

This policy complies with the Trust's funding agreement and articles of association.

3. Overview

Members, trustees and local school governors 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, trustees and local school governors may claim allowances by completing a claim form (see appendix 1). Members and trustees should submit their claim to the CEO and local school governors should submit their claim to the appropriate headteacher.

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

Members, trustees and local school 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 CEO (for members and trustees) or the appropriate headteacher (for local school governors) **before** they are incurred.

The chair of the Trust Board or the chair of governors (or vice-chairs, 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.

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

4. Monitoring arrangements

This policy will be reviewed annually by the Trust Board and any amendments will be presented at a Trust Board meeting held during the autumn term.

Member, Trustee, Governor Claim Form

Applicant: Member, Trustee, Governor (delete as appropriate)

Name of School (if appropriate):

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 CEO (for members and trustees) and appropriate headteacher (for governors) along with any relevant receipts.

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