



# Humber Education Trust

## Members, Trustees and Governors Expenses Policy

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## **Policy Statement**

This policy sets out Humber Education Trust's (HET) rules on how Members, Trustees and Governors can claim for reasonable expenses incurred wholly, necessarily and exclusively in the furtherance of their duties and responsibilities on behalf of HET.

This policy has been developed in accordance with the Department of Education's Governance Handbook, the requirements of the Education Skills Funding Agency's (ESFA) Academies Financial Handbook (AFH), Charity Commission (CC11) guidance and HMRC rules and regulations.

Whilst this policy provides a framework for a working expenses policy, it is recognised that it cannot be fully comprehensive, contentious, high value or expenses not explicitly referenced within this policy will be referred to HET's Accounting Officer (AO) for authorisation.

## **Policy Scope**

This policy applies to all Members, Trustees and Governors; a breach of this and/or any related policy may result in disciplinary action.

## **Eligible Expenses**

Members, Trustees and Governors will be reimbursed for reasonable expenses, incurred whilst attending scheduled meetings, training courses and other agreed events undertaken in the course of their duties and responsibilities. The categories under which expenses may be claimed are set out below:

- Travel
- Subsistence
- Administrative
- Dependent Care

## Travel

### *Public Transport/Rail*

Where public transport is utilised by Members/Trustees/Governors the actual cost will be reimbursed. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

All rail journeys will be reimbursed on a standard class fare only.

### *Taxis*

Members/Trustees/Governor may claim for taxi fares only in limited circumstances, these are:

- where taking a taxi would result in a significantly shorter travel time than using public transport,
- where the distance and cost are deemed reasonable,
- when travelling with other Members/Trustees/Governors; or
- where personal security and safety is a consideration.

### *Use of your own vehicle*

It may be appropriate and cost-effective to use your own vehicle when travelling in performance of your duties and responsibilities as a Members/Trustees/Governors, for example:

- if you are travelling with other Members/Trustees/Governors,
- where there is limited public transport to your destination; or
- the journey time is significantly shorter than using public transport.

Any use of your own vehicle on in performance of your duties will be subject to the following:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding appropriate motor insurance that provides for business use.

HET accepts no liability for any accident, loss, damage or claim arising out of any journey that you make in regard to your duties, unless caused by our negligence. HET will pay reimburse the cost of using your own vehicle in line with HMRC approved mileage rates as follows:

Type of Vehicle/Travel	<= 10,000 Miles*	>10,000 Miles*
Cars and Vans	45p per mile	25p per mile
Motor Cycles	24p per mile	24p per mile
Bikes	20p per mile	20p per mile
Passengers	5p per mile	5p per mile

\*HMRC Allowances 2017/2018

HET will reimburse costs as incurred in regard to tolls, congestion charges and parking costs incurred wholly, necessarily and exclusively in performance of your duties and responsibilities

### Subsistence and Overnight Accommodation

HET will reimburse subsistence and overnight accommodation costs incurred necessarily by Members/Trustees/Governors in performance of their duties and responsibilities as per the rates below:

Type of Expense	Maximum Allowance (PP)
Overnight Accommodation	£100
Incident Overnight Expenses	£5
Breakfast	£10
Lunch	£10
Evening Meal	£20

Expenditure incurred in excess of the maximum allowances will not be reimburse by HET. The following are not accepted as legitimate business expenses:

- Personal phone calls
- Use of hotel facility charges:
  - Pay Per View/Streaming Services
  - Leisure/Spa Services

### Administrative

Members/Trustees/Governors administrative costs e.g. telephone charges, photocopying and stationery which are incurred wholly, necessarily and exclusively in the performance of their duties for HET will be reimbursed.

Members/Trustees/Governors should in the first instance seek to obtain administrative support/resources from HET or the individual academies, where possible before incurring any expenditure.

## **Dependent Care**

Members, Trustees and Governors may claim the actual cost up to a maximum of £10 per hour, for dependent care whilst attending official meetings, training courses and other agreed meetings undertaken in the course of their duties.

Dependent care costs will only be reimbursed upon proof of payment to a registered service provider, care provision provided by a spouse, partner and/or other responsible adult who normally lives in the home to care for dependents will not be reimbursed.

## **Ineligible Expenses**

HET will not reimburse or provide allowances for the following expenditure items of Members/Trustees/Governors:

- the cost of any travel undertaken for personal reasons;
- the cost of any travel for a partner or spouse;
- any fines or penalties incurred while performing your duties and responsibilities for whatever reason, including penalties for not paying for a rail ticket in advance of boarding a train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- any expenses incurred for personal benefit,
- attendance allowance e.g. payment for attending meetings,
- loss of earnings in the performance of duties and responsibilities as a Member, Trustee or Governor, and
- any other costs which are not wholly, necessarily and exclusively incurred in regard to the duties and responsibilities as a Member, Trustee or Governor of HET.

## **Claiming Expenses**

All claims in respect to Member, Trustee and Governor expenses incurred whilst attending scheduled meetings, training courses and other agreed events should be submitted on an expense claim form and submitted to the Chief Financial Officer (CFO) together with all necessary receipts. If in exceptional circumstances a receipt is not available, please ensure that you provide a signed note with an explanation and attach this to your claim form.

## **False Claims**

Periodically, HET will monitor and review Member/Trustee/Governor expense claims. HET may withhold reimbursement/payment where insufficient supporting documents have been provided or where there is an indication that the claim may not be legitimate.

Any abuse of HET's Member, Trustee and Governors expenses policy will not be tolerated.

HET will consider disciplinary action where appropriate and in certain circumstances may treat a breach of this policy as gross misconduct, which may result in summary dismissal. In addition, HET may, if appropriate, report the matter to the police for investigation and the ESFA in line with HET's Anti-Fraud, Bribery and Corruption Policy.

## **Policy Review**

The Trustees have agreed that the Members, Trustees and Governors expenses policy will be reviewed on an annual basis unless Government guidance, changes in legislation or a change in the operating circumstances of HET forces an earlier revision.

Any review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be September 2018

## Sign Off

Approved By (print name):	
Role Title:	
Signature:	
Date:	

**Where everybody counts,  
every moment matters.**



