



SCHOLARS ACADEMY TRUST

Remuneration and Expenses Policy for Staff, Governors, Trustees and Members

Revised Jan 2020
Review date December 2022

Signed*SNZS*.....

Date*3/7/20*.....

Staff / Governors/ Trustee / Members Expenses Policy

Introduction

Scholars Academy Trust employees, governors, trustees and members may claim reimbursement in respect of actual expenditure incurred by them, arising from attending meetings, training and conferences and purchases made on the schools' behalf. Purchases made on behalf of the academy must be approved by the budget holder prior to purchase.

Eligible Expenses

- Travel to and from meetings, training and conferences:

Car Use

Reimbursement will be at the agreed by the trustees which is in line with HMRC. It will be calculated according to the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from school. If during school hours and on a day normally worked).

Other Travel

All claims must be accompanied by a relevant receipt or ticket.

- Purchases made on behalf of the school (eg perishable items for cookery) provided they are supported by the relevant receipt(s). Authorisation must be sort from the budget holder for payment to be made; therefore, you must be aware that if prior approval has not been obtained from the budget holder the school reserves the right not to reimburse the cost.

Governors / Trustees / Members do not receive any other remuneration for work carried within their role as that is on a voluntary basis but they can claim as above for travel to meetings. In addition, they are able to claim the following if required.

1. Child care or babysitting expenses

Where a governor/ trustee/member does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that they attends meetings of the governing body/ MAT or committees, approved governor/ trustee/member training/conferences or is otherwise representing the MAT, school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

2. Governors / Trustee /Member with a special need

Where the school or governing body / MAT does not provide facilities or equipment to enable a 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.

3. Governors / Trustee /Member whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor / trustee / member with special needs.

4. Telephone charges, photocopying costs and stationery

May be reimbursed where the governor / trustee / member is unable to use the facilities of the school in the performance of any duty on behalf of the governing body MAT. Governors/ trustees / members must keep a written records and have receipts for such items.

Procedure for Claiming

All claims must normally be submitted end of term of travel/purchase, using the schools travel/expense claim form, signed by the claimant and countersigned by the person authorising the claim. The claim should be passed to the office who will process the claim. Payment will be made by cheque payable to the member of staff concerned, from the schools delegated budget or unofficial funds, as appropriate.

Note – All claims must be made by the end of term otherwise no payment may be made.

Auditors

All claims may be checked by the external auditors against this policy and the regulations contained within the EFSA financial handbook

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