

Academy Advisory Board Expenses Policy

The trust is a registered charity and will need to ensure that any payments made to the Members comply with the Charity Commission guidance.

This policy statement relates only to the payment of expenses. Expenses are normally the refund by The Trust of the costs a member has met personally in order to carry out member's duties, although these expenses may be paid in advance. Whilst the concept of unpaid membership is one of the defining characteristics of charitable status, members' are entitled to have their expenses met from the funds of The Trust.





This policy does not address paying members for the provision of services over and above the normal Members duties, for which other guidance is available, nor does it address the employment of a member.

From April 2014, all members of an Academy Advisory Board of The Education Fellowship Trust will be entitled to claim the actual costs, which they incur as follows:

- Members will be able to claim reasonable expenses provided the expenses are incurred in carrying out their duties as Members of the Academy Advisory Board. All expenses over £15 need the prior approval of the CEO or the COO

Members will be able to claim for the following:

- The reasonable cost of childcare or babysitting (excluding payments to a current/former spouse or partner)
- The reasonable cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
- Communication support cost, incurred in performing their duties either because they have special needs or because English is not their first language.
- The reasonable cost of travel relating only to travel to meetings and training courses to the level permitted by HM Revenue and Custom (HMRC) before tax becomes payable. Current HMRC Mileage Rate 45p per mile
- The reasonable cost of meals taken whilst on Academy business:
 - Evening Meal £15 (no alcohol)

-  The reasonable cost of overnight accommodation whilst attending national meeting or training events. Accommodation cost £100 per night including breakfast
-  Telephone charges, photocopying, stationery, postage etc;
-  Printing at the rate of 5p per sheet
-  Any other reasonable expenses incurred on Membership Business

The Education Fellowship has determined that:

- Members will not be paid attendance allowance
- Members will not be reimbursed for loss of earnings
- Members will not be reimbursed for expenses that are excessive and/or that do not relate to legitimate trustee or governor business.

Members wishing to make claims under these arrangements should complete a claim form (obtained from the Academies Finance Office), attaching appropriate receipts, and return within one month of the date when the expenses were incurred, when they will be submitted for approval by the CEO.

Claims will be subjected to independent audit and may be investigated by the external auditors.



The Education™ Fellowship

Educational Excellence

Claim form for Members of the Academy Advisory Board

Name:	
Address:	Date:
Post Code:	Claim Period:

I claim the total sum of £.....for expenses as detailed below. I have attached relevant receipts to support my claim.

Signed:.....

CAR DETAILS

Make & Model..... Precise CC.....Reg No.....

Date	From	To	Purpose of Journey	Miles	£	p

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Communication Support		
Meals		
Telephone Charges		
Postage		
Photocopying		
Printing		
Stationery		
Other (place specify)		
TOTAL EXPENSES CLAIMED		

Checked and authorisedDate

Bank Account Details:

Account Name.....

Sort Code.....Account Number.....