

# Directors and Governors Expense Policy

First Published: January 2018

Review Date: September 2018

Trust Board Approval: December 2017

Last Updated: December 2017

---

## Travel Expenses

This policy works alongside the Turner Schools Expenses Policy and relates specifically to Directors and Governors.

Directors and Governors may claim travel expenses for car journeys up to the maximum Approved Mileage Rate published by HM Revenue and Customs.

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

For rates for 2017 see Appendix 1 below.

For other forms of travel, the actual cost of the ticket may be claimed. Directors and Governors must not claim for more than the cost of an open standard class ticket available for the time of day of travel. Directors and Governors must attach a ticket or receipt for payment to any claim for payment.

Only the actual cost as shown on the receipt may be claimed. No claim for payment will be accepted unless it is accompanied by a receipt.

No other expenses for Directors and Governors are permitted

No expense above £100 will be paid unless it was authorised in writing in advance by the CEO or her designated authority.

## Claim Form

Expense claims should be put on the school expense claim form that can be obtained from the Trust office and once completed should be returned to the office.

## Withdrawal from Meetings

A Director or Governor must withdraw from any meeting of the governing body or committee thereof if a claim for expenses submitted by him or her is being considered. All claims will be checked to prevent fraud and promote best value principles.

Appendix 1

CURRENT RATES - 2017

Type of vehicle	First 10,000 miles	Any mileage above threshold
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p