



TRUSTEES AND GOVERNORS EXPENSE POLICY

Version No: 1.0

Date to be reviewed: January 2021

Policy status: Approved

Last Updated: April 2020

Travel Expenses

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

Trustees 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 current rates see Appendix 1 below.

For other forms of travel, the actual cost of the ticket may be claimed. Trustees and Governors must not claim for more than the cost of an open standard class ticket available for the time of day of travel. Trustees 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 Trustees and Governors are permitted

No expense above **£100** will be paid unless it was authorised in writing in advance by the Chief Executive (CEO) or his designated authority.

Claim Form

Expense claims should be put on the Trust's expense claim form that can be obtained from the Finance team. Once completed, the form should be sent to the Finance team at Flat 2, Westbrook House, 58-60 Shorncliffe Road, Folkestone, Kent CT20 2NQ, Alternatively, the form can be scanned and emailed to: finance@turnerschools.com

Withdrawal from Meetings

A Trustee or Governor must withdraw from any meeting of the Challenge & Community Committee or Committee 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

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