



Keystone Academy Trust

**Expenses Policy
Relating to
Members, Trustees
and Local Governors**

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1. Introduction

This policy statement has been developed to give the Board of Trustees the discretion to pay allowances from the Trust's annual budget allocation to Members, Trustees or Local Governing Body (LGB) Members for Motor Mileage Allowances (MMA) which they incur in carrying out their duties. Keystone Academy Trust believes that paying MMA is important in ensuring equality of opportunity to serve as Members, Trustees or LGB Members for all members of the community and so is an appropriate use of Trust funds.

2. Who can make a claim?

All Members, Trustees and LGB members who use their private vehicles to attend School Governors, Multi Academy Trust (MAT) Trustee and/or MAT Member Meetings could be entitled to claim expenses incurred due to the mileage they are required to travel.

The Trust does not provide car insurance cover for Members, Trustees or LGB members using their own vehicles. Members, Trustees or LGB members are required to confirm that they have taken out personal car insurance with an appropriate extension to cover use in connection with Trust business.

3. How to Claim

Those wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office or Clerk to the MAT), attaching receipts where possible, and return it to the School or Clerk to the MAT, when they will be submitted for approval by the Chair of the Finance Committee. If claims come from Chair of the Finance Committee, approval will be sought from the Chair of the Board. Fuel claims must be submitted to Payroll for Inland Revenue purposes.

4. Mileage Rates

January 2019 HMRC approved mileage rates; where the Members, Trustees or LGB members uses their own car

Vehicle type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

The mileage rates will be revised in annually to reflect the current approved or advisory rates issued by HMRC.