



Trustee Expenses Policy

Relating to Members, Trustees and Local Governors

Changes highlighted in green.

Created by Sam Taylor October 2019	Last reviewed June 2022
Reviewed November 2023	Ratified by Trustees Dec 23
Next Review November 2024	

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) and parking charges which they incur in carrying out their duties. Keystone Academy Trust believes that paying MMA and parking costs 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.

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.

How to Claim

Those wishing to make claims under these arrangements, once prior approval has been sought from as below, should complete a claims form (obtainable from the School Office or Clerk to the MAT), attaching receipts when applicable, 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.

All approved claims must be submitted within two months of the expenditure. The exception to this is at the financial year-end when ALL claims must be provided by the end of September.

Mileage Rates

January 2021 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. **Mileage claims must be pre and post approved and are calculated using postcodes on the AA website. No mileage claims can be made for separate journeys shorter than three miles.**