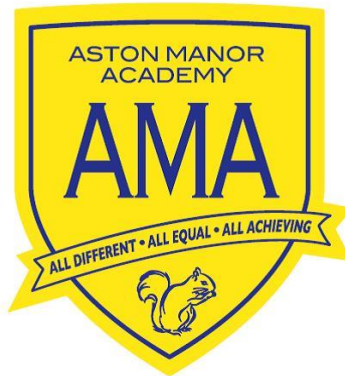


# EQUITAS ACADEMIES TRUST



**Chilwell Croft**  
Academy

## TRUST BOARD EXPENSES POLICY

**Review Date:** June 2020  
**To be Reviewed:** June 2022  
**Agreed:** F&GP Board  
**Policy Lead:** Chief Operations Officer

**TRUST BOARD EXPENSES POLICY**

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**TRUST BOARD EXPENSES POLICY**

**1. INTRODUCTION**

- 1.1 Trust board members will be reimbursed for reasonable out of pocket expenses incurred whilst on the Trust business.

**2. DEFINITION**

- 2.1 Reasonable out-of-pocket expenses include:
- 2.2 Incidental expenses such as refreshments which are incurred by the individual whilst they are attending training seminars, meetings or any appointment on behalf of the Trust.
- 2.3 Any hotel expenses deemed as reasonable including room, lunch, evening meal and breakfast when attending events on the Trust's behalf. Such expenditure should be approved by the Executive Headteacher prior to attending the event.
- 2.4 Any travel expenses incurred to and from events that the individual is attending on the Trust's behalf, including public transport, taxi (if appropriate) and use of own vehicle. Travel expenses are reimbursed at the car user allowance rate or the cost of a second class rail ticket whichever is least.

**3. REIMBURSEMENT OF EXPENSES**

- 3.1 Expenses should be claimed on a monthly basis using the attached Expenses Claim Form or where applicable Mileage Form. Claim forms should be authorised by the Trust Business Manager and should be accompanied by all receipts relating to that period.
- 3.2 Payment will be made by cheque.
- 3.3 Purchases of train and flight tickets, hotels, etc. should be made directly by the Finance Team.

**Date of next review: June 2022**

**Approved by Wadim Wesolek, Chair F&GP Committee at the meeting on Monday 15<sup>th</sup> June 2020**



**MILEAGE FORM**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**EQUITAS ACADEMIES TRUST**

Month: \_\_\_\_\_

Make/Model (Car): \_\_\_\_\_

Engine Size (Car): \_\_\_\_\_

Date	Details of Journey	Reason for Journey	Actual Mileage	Claimable Mileage
<b>Total Mileage:</b>				