

# Trustees' Allowances & Expenses Policy

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| Date Issued: | 1 March 2026     |
| Review Date: | 28 February 2028 |

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| <b>Changes made since last review:</b> |
| No changes made                        |

## Aims

The Trust Board has decided to pay reasonable allowances from the Academy's delegated budget to cover any costs that Trustees incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee on the grounds of cost.

## Legislation and guidance

The [Governance Handbook 2019](#) says that Boards in Academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

## Overview

Members of the Trust Board may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Resources Committee **before** they are incurred. Members of the Trust Board may claim allowances by completing the Westfield Academy Travel Expenses and Subsistence Allowance Claim Form (Appendix 1) and submitting it to Chair of Finance of the Resources Committee during the Resources Meeting.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Trust Board may claim for:

- Travel and subsistence costs. Travel expenses where a Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates and Westfield Academy approved rates paid to staff.
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

The Headteacher and / or Chair of Trustees may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

## Appendix 1: Expenses claim form

**NOTE:** You must NOT use your own car on Academy business, unless your current insurance policy provides cover for such use

| <b>Staff name</b>  |   |   |                |                                     |                   |
|--|---|---|----------------|-------------------------------------|-------------------|
| <b>Car registration (if relevant)</b>  |   |   |                | <b>Cubic capacity (if relevant)</b> |                   |
| <b>Make &amp; model (if relevant)</b>  |   |   |                |                                     |                   |
| <b>Date</b>  | <b>Details of journey &amp; purpose (eg, course details / name - receipts to be attached)</b> | <b>Expenses</b>                           | <b># miles</b> | <b>£0.45 p/mile</b>                 | <b>Total cost</b> |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
|  |   |   |                |                                     | £0.00             |
| <b>Totals</b>  |   |   |                |                                     | <b>£0.00</b>      |
| <p><i>I certify the total expenses claimed hereon relate to Academy business. In claiming these amounts, for the use of the above-mentioned motor vehicle, I confirm that I hold a current policy of motor insurance permitting me to use the vehicle on Academy business.</i></p> |   |   |                |                                     |                   |
| <b>Claimant signature:</b>   |   |   | <b>Date:</b>   |                                     |                   |
| <b>Line manager approval:</b>  |   |   | <b>Date:</b>   | (online approval)                   |                   |
| <b>Payroll use ONLY</b>  |   | <b>Payment processed in the month of:</b> |                |                                     |                   |