

EQUITAS ACADEMIES TRUST



TRUST BOARD EXPENSES POLICY

Review Date: June 2022
To be Reviewed: June 2024
Agreed: F&GP Committee
Policy Lead: Director of Finance (CFO)

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 Accounting Officer 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's Director of Finance and should be accompanied by all receipts relating to that period.

3.2 Payment will be made by BACS.

3.3 Purchases of train and flight tickets, hotels, etc. should be made directly by the Finance Team.

2022

Reviewed and approved by:	Date approved:	Next review date:
Wadim Wesolek, Chair F&GP Committee	27th June 2022	June 2024

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
Total Mileage:				