



## TRUSTEES' AND GOVERNORS' EXPENSES POLICY

<b>Date of approval by the Trust Board</b>	<b>25 March 2026</b>
<b>Review cycle</b>	<b>Annual</b>

1. The [academy trust governance guide](#) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

This policy complies with Alternative Learning Trust's funding agreement and articles of association.

2. The Trust Board can choose whether or not to pay Trustees'/Governors' expenses and if they decide to do so, can stipulate what is an eligible or justifiable allowance.
3. The following may be considered eligible expenses:
  - Reasonable costs for travelling to a meeting or training course:
    - wherever the meeting/course is held, and
    - attendance has been formally agreed by the Trust Board, Local Governing Body, the Chair of Trustees, or Vice Chair in cases where the Chair is attending.
  - Reasonable costs incurred for childcare to enable attendance at meetings.
  - Reasonable cost of care arrangement for a dependent relative in order to enable attendance at meetings.
4. Attendance allowances and payments for loss of earnings are not eligible expenses. Any special situations (e.g. subsistence allowances for overnight stays) will be considered on a case-by-case basis, given that they are extremely rare.
5. The rate per mile allowance for travel by car will be the prevailing rate paid to staff for the same purpose.
6. Claims should be supported by receipts in all cases and submitted on a relevant expenses claim form. The form must be signed by the claimant, endorsed by the Chief Financial Officer, and authorised by the Chair of Trustees or the Vice Chair in the case of a claim by the Chair. Payment will be made via bank transfer.
7. Allowances are not taxable.

**Persons responsible for updating this policy:**

**Chief Finance Officer and Chief Operating Officer**