



# Athena Learning Trust Trustee Expenses Policy

## **Review**

Reviewed on: March 2025

Reviewed by: Audit, Risk and Health and Safety Committee

Review Period: 3 years

Version: 1.0





## Aims

The board of trustees has decided to pay reasonable allowances from the trust's budget to cover any costs that board members 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.

## Overview

Members of the board of trustees 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.

Members of the board of trustees may claim allowances by completing a claim form (see appendix 1) and submitting it to the clerk to the board of trustees:  
[governance@athenalearningtrust.uk](mailto:governance@athenalearningtrust.uk)

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 board of trustees may claim for:

Child care/babysitting expenses
Care arrangements for an elderly or dependent relative
Support for trustees with special needs
Support for trustees whose first language is not English
Telephone Charges
Postage
Photocopying
Stationery
Other (please specify)

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle before they are incurred.



The chair of the board of trustees (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims may be subject to an independent audit.

Travel expenses where a trustee uses their own vehicle must not exceed HMRC's approved mileage rates (see appendix 2).

### **Monitoring arrangements**

This policy will be reviewed every 3 years by the Audit, Risk and Health and Safety Committee. Any amendments will be presented at a meeting of the board of trustees for information.



**Appendix 1: trustee claim form**

<b>Athena Learning Trust - Trustees' Allowances Form</b>	
<b>Name:</b>	<b>Address:</b>
<b>Date &amp; Term:</b>	

I claim the total sum of £ ..... For trustee expenses as detailed below.

I have attached the relevant receipts to support my claim.

Signed .....

	<b>£ Cost</b>
Child care/babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for trustees with special needs	
Support for trustees whose first language is not English	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	
For what reason have the expenses been incurred? Please include any details of specific meetings or training courses attended.	

This form should be submitted to the CEO/CFOO

**Approved By** ..... **CEO/CFOO**    **Date** .....



**Trustees Travelling and Out of Pocket Expenses Claim**

Date	Places Visited and Purpose of Journey	Private Vehicle Travel Claims			Amount claimed for travel (not private vehicle claims)	Subsistence and other expenses
		Mileometer Reading				
		Start	Finish	Actual Mileage		
<b>Total:</b>						

I certify that mileages claimed are accurate and have been necessarily incurred solely on the service of Athena Learning Trust and that mileometer readings recorded are correct and that the insurance policy covers use on business and indemnifies the Trust against third party claims and/or the travel ticket claimed for was the cheapest available option. I further certify that any subsistence claimed is additional expenditure, incurred above normal outlay.

**Signed:**

**Bank account name:** .....

**Bank account number:** .....

**Sort code:** .....

I certify that the amounts claimed are within the scale of allowances authorised and that the journeys made and mileage and/or expenses claimed are reasonable.

Please attach VAT receipts for all expenses claimed. Without proper receipts, claims may not be paid.

Authorised by:

Date: \_\_\_\_\_ CEO/CFOO

For internal use only:

<b>Budget Holder Signature:</b>	
<b>Arithmetic Checked:</b>	



**ATHENA**  
LEARNING TRUST

Certified for Payment:	
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## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published online by [HMRC](#):

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p