# Expenses Policy for Directors & Governors

Review date: September 2026
Date of next review: September 2028

| Review History | | | | |
|---|---|---|---|---|
| **Review Date** | **Reviewer** | **Approved by** | **Date Approved** | **Implemented** |
| September 2026 | Governance & Policy Officer | Finance & Resources Committee | June 2026 | July 2026 |
| September 2028 | | | | |
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| Recent Revisions | | |
|---|---|---|
| **Issue No.** | **Date** | **Revisions made** |
| 2 | June 2026 | Included mileage rates in line with HMRC guidance. |
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**Purpose**
Directors and Governors give their time generously for the benefit of the Trust and individual schools. So that every Director/Governor can attend meetings and training and is not prevented for financial reasons from playing their full part the Trust has formally agreed the following policy on paying expenses.

**Key features of this policy**

- Article 6.5 of the Articles of Association allows for the payment of reasonable expenses properly incurred when acting on behalf of the Trust.
- Directors/Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a Director/Governor of the Trust or one its schools.
- Directors/Governors **cannot** claim an allowance for attendance at meetings.
- Directors/Governors **cannot** claim expenses for loss of earnings.
- Directors/Governors **cannot** claim expenses in connection with foreign travel.
- Directors/Governors may be reimbursed for expenses, including childcare costs, incurred whilst attending Directors'/Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
  - Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
  - It is the responsibility of Directors/Governors to decide for themselves whether to claim.

**Approved categories**
There are four approved categories for expenses:

1. Travel
2. Childcare
3. Clerical
4. Subsistence

**1. TRAVEL EXPENSES**

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by second class, and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied. The mileage rate payable for all vehicles is 55p per mile. Claims for parking must be accompanied with a ticket. Road/bridge tolls will be reimbursed where they are necessary as part of the journey.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Director/Governor.

**2. CHILDCARE**
Subject to an agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is **£5.00**.

Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

**3. CARE ARRANGEMENTS FOR AN ELDERLY OR DEPENDENT RELATIVE**
Claims for the actual cost of reimbursement to a registered carer may be made while attending meetings of Directors/Local Governing Committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

**4. CLERICAL EXPENSES (stamps, envelopes, photocopying/printing etc)**
As required to cover the cost of unavoidable clerical expenses incurred carrying out Director/Governor duties but subject to proof of purchase (e.g. till receipt).

**5. SUBSISTENCE EXPENSES (meals and refreshments in connection with an overnight stay)**
Authorisation for subsistence claims must be made in advance and subject to an agreed maximum.

Travelling and Subsistence Allowances will be paid as specified at **Appendix 2**.

**Booking of Hotel Accommodation/Travel/Subsistence**
Where overnight accommodation or travel requirements outside the region are required, approval should be sought in advance from the Chief Executive Officer (in the case of Directors) or Headteacher (in the case of Governors). In these cases, accommodation and travel tickets will be made through the Trust or the school. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

**Procedure for Claiming**
To provide a clear audit trail, Directors/Governors claiming allowances should complete a copy of the attached claim form and provide all tickets and receipts as proof.

Claim forms should be submitted monthly but no later than quarterly.

If a Director/Governor is unsure about claiming for expenses, he or she should seek guidance from the Head of Governance, Complaince and Policy.

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST**
**DIRECTORS/GOVERNORS EXPENSES CLAIM FORM**

Name: ______________________________________________________________

Address: ____________________________________________________________

Bank account no. _____________________________________________________

Sort Code: __ __/__ __/__ __

Date and purpose of meeting/visit e.g. conference/training/board/Governors meeting:

I wish to claim **£______** (please insert amount claimed and tick appropriate boxes)

Signed (claimant) ______________ (date) ____________________

1. **TRAVEL EXPENSES**
   AMOUNT

Bus Ticket – please attach bus ticket □ £ ________

Mileage for car – please list mileage incurred and cc of vehicle □ £ ________

Mileage ___________ cc of car ______________

(for multiple claims please complete the form at **Appendix 1**)
Taxi fare – please attach receipt □ £ ________

Car parking – Please attach ticket □ £ ________

2. **CHILD CARE** □ £ ________

Please request registered childminder sign and date below and insert amount to be claimed above.

Name (print) ________________ Signature ________________ Date ___

3. **CLERICAL EXPENSES** □ £ ________

Please attach a list of the items purchased and receipts

**4. SUBSISTENCE EXPENSES** □ ________

Please attach details and receipts

Total £ ________

**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND AUTHORISE THIS CLAIM**

Signed: ______________________________

Position: _____________________________
(Chief Executive Officer/Headteacher/Head of School)

Date: ____________________

Cost Centre: _________________

Transaction number __________________

BISHOP HOGARTH Catholic Education Trust

**Motor Vehicle Declaration (Appendix B):**

## Mileage Claim Form - Directors

### BHCET – Directors

| | | |
|---|---|---|
| **Name** | | |
| **Vehicle Details** | **Make and Model:** | **Registration Number:** |

**Bank Details**

| | |
|---|---|
| **Sort Code** | |
| **Account Number** | |
| **Name of Account** | |

| | | |
|---|---|---|
| If you use multiple vehicles, please submit a claim for each vehicle | **Mileage Claimed** | **Car share?** |

| **Date** | **Journey** (Including starting point, destination and purpose of the journey) | | | | **Total Journey (A)** | **Less Normal Commuting Miles (B)** | **Total miles claimed (A-B)** | **Passenger miles claimed** | **State names of other staff who travelled with you (additional 5ppppm)** |
|---|---|---|---|---|---|---|---|---|---|
| | **Start** | **Destination** | **End** | **Purpose** | | | | | |
| | | | | | | | 0 | | |
| | | | | | | | 0 | | |
| | | | | | | | 0 | | |
| | | | | | | | 0 | | |
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| | | | | | | | 0 | | |
| | | | | | | | 0 | | |
| | | | | | | | 0 | | |
| | | | | | **Total Miles** | | 0 | 0 | |
| | | | | | | £ - | £ - | | |

Signed (claimant) ___________________________ Date __________

**Expenses authorised by CEO** Signed _______ Date __________

*** Notes**

If you use your car on school business, you must have business use insurance covering yourself. This is often included as a matter of course but can be clarified by reference to the insurance certificate which should refer to **Social, Domestic and Pleasure purposes by the policyholder in person in connection with his/her business.** If you are not the policy holder, then you need to contact the insurers and have the use extended to include yourself,

Business use can be defined in a number of ways:

travelling to and from meetings transporting students

transporting yourself and students to events outside of school travelling to research a school trip
picking up supplies for school
**Business mileage**
- □Journeys that start and finish at the School (normal base) will be regarded as normal business mileage and will be reimbursed in full.
- □Journeys to a temporary base* that begin or end at home may be regarded as normal business mileage, dependent upon normal commuting mileage.
- □The principle is that normal commuting mileage should be deducted from the business mileage.

* temporary base refers to an alternative location, for example another academy within the Trust, where an employee receives approval from their Head to attend a meeting or to perform a task of limited duration or other temporary purpose.

# Mileage Claim Form                Appendix 1

| Name | | Academy | |
|---|---|---|---|

**Motor Vehicle Declaration (Appendix B):**
Must be submitted for verification when making your first claim or if you have changed your vehicle or renewed your insurance since your last claim.

| Date | Journey (Including starting point, destination and purpose of the journey) | | | Mileage Claimed | | | Car share? | | |
|---|---|---|---|---|---|---|---|---|---|
| | Start | Destination | Purpose | Total Journey (A) | Less Normal Commuting Miles (B) | Total miles claimed (A-B) | State names of other staff who travelled with you (additional 3ppppm) | School/Trust/Project | Project Cost Centre (Project Only) |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | Total Miles | | | | |

Signed (claimant) ________________________________Date ___________
**Expenses authorised by Head** Signed ________________Date ___________Cost Centre __________Trans No ______________

* Notes
If you use your car on school business, you must have business use insurance covering yourself. This is often included as a matter of course but can be clarified by reference to the insurance certificate which should refer to Social, Domestic and Pleasure purposes by the policyholder in person in connection with his/her business. If you are not the policy holder, then you need to contact the insurers and have the use extended to include yourself, spouse or additional driver.
Business use can be defined in a number of ways:

- travelling to and from meetings
- transporting students
- transporting yourself and students to events outside of school
- travelling to research a school trip
- picking up supplies for school

Business mileage

- Journeys that start and finish at the School (normal base) will be regarded as normal business mileage and will be reimbursed in full.
- Journeys to a temporary base* that begin or end at home may be regarded as normal business mileage, dependent upon normal commuting mileage.
- The principle is that normal commuting mileage should be deducted from the business mileage.

** temporary base refers to an alternative location, for example another academy within the Trust, where an employee receives approval from their Head to attend a meeting or to perform a task of limited duration or other temporary purpose.*