



**Bishop
Hogarth**

Catholic Education Trust

DIRECTOR AND LOCAL GOVERNING COMMITTEE EXPENSES POLICY

THIS POLICY APPLIES ACROSS ALL TRUST SCHOOLS AND SERVICES

Document Management:

Date Policy Approved: 19 March 2014

Date reviewed: October 2025

Next Review Date: October 2026

Version: 5

Approving Body: Finance & Resources Committee

Policy Category:

Change Log	
Update:	Unchanged
Location:	
Summary Date:	25/9/2025
Completed by:	Julian Kenshole

DIRECTOR AND LOCAL GOVERNING COMMITTEE EXPENSES POLICY

Purpose

Directors and governors give their time generously for the benefit of the Trust and individual schools/academies. So that every Director/governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her 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/academies.
- 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 child care 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:
 1. 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.
 2. It is the responsibility of Directors/governors to decide for themselves whether or not 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. Claims for parking must be accompanied with a ticket.

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/Head of School (in the case of governors). In these cases accommodation and travel tickets will be made through the Trust or the respective school/academy. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

Procedure for Claiming

In order 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 Clerk.

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	<input type="checkbox"/>	£ _____
Mileage for car – please list mileage incurred and cc of vehicle	<input type="checkbox"/>	£ _____
Mileage _____ cc of car _____		
<i>(for multiple claims please complete the form at Appendix 1)</i>		
Taxi fare – please attach receipt	<input type="checkbox"/>	£ _____
Car parking – Please attach ticket	<input type="checkbox"/>	£ _____
2. CHILD CARE	<input type="checkbox"/>	£ _____
Please request registered childminder sign and date below, and insert amount to be claimed above.		
Name (print) _____	Signature _____	Date ____
3. CLERICAL EXPENSES	<input type="checkbox"/>	£ _____
Please attach a list of the items purchased and receipts		
4. SUBSISTENCE EXPENSES	<input type="checkbox"/>	£ _____
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 _____

Mileage Claim Form - Directors

Name

BHCET - Directors

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.

Vehicle Details

Make and Model	Registration Number
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					Mileage Claimed		Car share ?	
Date	Journey (Including starting point, destination and purpose of the journey)				Total Journey (A)	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	
							0	
							0	
							0	
							0	
							0	
							0	
					Total Miles		0	0

If you use multiple vehicles, please submit a claim for each vehicle

Bank Details

Sort Code	
Account Number	
Name of Account	

£ - £ -

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	
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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?	School/Trust/Project	Project Cost Centre (Project Only)
	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)		

Subsistence

Allowance	Rates (£)	Condition
Breakfast	£7.76	Only if travelling before 8am
Lunch	£6.77	When lunch is not provided, a lunch allowance will be paid to employees who are away from their normal place of employment during the lunchtime period between 12noon and 2pm
Tea	£2.67	When an employee returns home after 6.30pm but before 8.30pm
Dinner Evening Meal	£13.25	When an employee returns home after 8.30pm N.B. a tea allowance cannot be claimed in addition to a dinner allowance

Travel

Car Mileage	45p (First 10,000 Business miles in the tax year) 25p (each business mile over 10,000 in the tax year) + 5p Per Person
Motorcycle	24p per mile
Bicycle	20p per mile