



ALLOWANCES FOR MEMBERS, TRUSTEES AND GOVERNORS POLICY

Reviewed by:	Finance, Risk and Audit Committee
Date Approved:	11 March 2025
Review Frequency:	Annually
Next Review Date:	March 2026

1. Aims

The trustees have decided to pay reasonable allowances,

- from the trust budget for members and trustees
- from a school's delegated budget for governors

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 member, trustee, or governor on the grounds of cost.

2. Overview

Members, trustees, and governors 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, trustees, and governors may claim allowances by completing a claim form (see Appendix 1) and submitting it to:

- the trust office (for members / trustees)
- the relevant school office (for governors)

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt. Members, trustees, and governors may claim for:

- childcare
- care for elderly or dependent relatives
- extra costs incurred because they have a special need or English as a second language
- travel and subsistence costs
- telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs must be agreed in principle by the CFO before they are incurred. If claims are not agreed in advance, they will not be paid.

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

Travel expenses where a member / trustee / governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

3. Monitoring arrangements

This policy will be reviewed annually by the Finance, Risk and Audit Committee, on behalf of the trust board.

Appendix 1: Trust Member / Trustee / Governor claim form

Date/s	Event/s

Name and Address	Email Address	Telephone No

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage, or stationery	
Other (please specify)	
Total expenses claimed	

Signed by Claimant	Agreed by & date Chair of Trustees	Authorised by & date CEO/Headteacher	Processed by & date <i>For office Use</i>

Please note Campfire Education Trust does not pay by cash. Payment will be made by BACS.
Please allow 5 working days from date of submission for payment to reach your account.

Bank Name		Account Number	
Sort Code		Name on Account	

This form should be submitted to:

- the CET Office (for Members / Trustees)
- the relevant School Office (for Governors) along with any relevant receipts.

The form should be submitted within one month of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the [HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p