



**Trustee/AIC Member Allowance Policy
September 2021**

The Enquire Learning Trust
Believe, Persevere, Achieve

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1. AIC Member / Trustee Allowances Policy

The Trust believes that paying Trustees/AIC Members allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees/AIC Member for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

All Trustees/Members of the Trust will be entitled to claim the actual costs, which they incur, as follows:

1. Trustees/Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee/Member of the Trust, and are agreed by the DOF or Director of Governance and Development that they are justified before any reimbursable costs are incurred.
2. Trustees/Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the DOF or Director of Governance and Development:
 - The cost of travel relating only to travel to meetings/training courses at a rate of 0.40 pence per mile, over 15 miles from their academy;
 - Travel and subsistence costs in accordance with the expenses policy;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Trust acknowledges that:

- Trustees/Members will not be paid attendance allowance;
- Trustees/Members will not be reimbursed for loss of earnings.

AIC members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Academy Business Manager or DOF), attaching receipts, and return it to the Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the DOF. Trustees should send claim forms to the Director of Governance to be approved by the DOF.

Claims will be subject to independent audit and may be investigated by the DOF if they appear excessive or inconsistent.