



Little Way Catholic  
Educational Trust

# *Governor and Directors' Expenses Policy*

*Approved by: Trust Board*

*Date: December 2025*

*Adopted by: LGC*

*Date: December 2025*

*Last reviewed on:*

*N/A*

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## **Aims**

*The Trust Board has decided to pay reasonable allowances from the Trust and its school's delegated budget to cover any costs that board members and local governors 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 governor because of cost.*

## **Legislation and guidance**

*The Academy Trust Governance guide says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.*

*This policy complies with our funding agreement and articles of association.*

## **Overview**

*Any director or governor 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.*

*A claim allowance is obtained by completing a claim form (see Appendix 1) and submitting it to Kevin Parker, CFO @ [cfo@lwcet.co.uk](mailto:cfo@lwcet.co.uk).*

*Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.*

*Directors and governors may claim:*

- *Childcare costs incurred to enable attendance at meetings or training.*
- *Care for elderly or dependent relatives, where required for attendance.*
- *Additional costs incurred because of a special need or English as a second language.*
- *Travel and subsistence costs: reimbursement will be made only for the most economical form of travel. Mileage may be claimed at the HMRC-approved rate for journeys from home (or usual place of work) to the meeting/training venue, where this journey is not part of the individual's normal commute. Public transport should be used wherever possible. Taxi fares will not be reimbursed except where no other reasonable transport is available. Subsistence costs will only be refunded with valid receipts and where attendance requires absence of more than four hours.*
- *Telephone charges, photocopying, postage, stationery and other incidental expenses, where supported by receipts.*
- *Other justifiable allowances as approved in advance by the Chair of the Trust Board.*

*Directors and governors may not claim for:*

- *Loss of earnings or income.*
- *Costs already covered by another source (e.g. employer reimbursement).*
- *Normal commuting costs to a usual place of work.*
- *First class or business class travel.*

- *Taxi fares where reasonable public transport is available.*
- *Alcoholic beverages or meals taken when subsistence is not necessary.*
- *Any expenses not supported by receipts, unless agreed in advance by the Chair of the Trust Board.*

*Claims will be paid in arrears on a case-by-case basis. Before they are incurred, the Chair of Trustees should agree in principle on reimbursable costs.*

*The Chair of the 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 governor uses their vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).*

### ***Monitoring arrangements***

*This policy will be reviewed by the full Trust Board every two years. Any amendments will be presented at a meeting of the full Governing Board.*

## Appendix 1: Governor Claim Form

**Local Governance Committee for .....** / **Trust Board** (please delete as appropriate)

### Governor/Director Claim Form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor/director expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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)	
<b>Total expenses claimed</b>	

This form should be submitted to Kevin Parker at [cfo@lwcet.co.uk](mailto:cfo@lwcet.co.uk) along with any relevant receipts.

## Appendix 2: Approved Mileage Rates

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

<i>TYPE OF VEHICLE</i>	<i>FIRST 10,000 MILES</i>	<i>ABOVE 10,000 MILES</i>
<i>Cars and vans</i>	<i>45p</i>	<i>25p</i>
<i>Motorcycles</i>	<i>24p</i>	<i>24p</i>
<i>Bikes</i>	<i>20p</i>	<i>20p</i>