Title	Trustees Allowances Policy
Year	2025/2026
Policy Reference	Browne Jacobson
Staff Link	Clerk to Board
Trust Link	Chair of Trustees
Date approved by Trust Board	September 2025
Review Date	September 2027

Wootton Park Academy Trust 'the Trust' believes that it is important that the governance of the Trust reflects the community it serves. As such, the board has agreed this policy for Trustee expenses which sets out the categories of expenditure that can be claimed for from the Trust subject to appropriate receipts being provided.

No claim for expenses will be approved unless it is made in accordance with this policy.

1 Expenses covered by the policy

1.1 The following types of expenditure can be claimed for within this policy by Trustees (and local governance, PACCAB's) in respect of expenditure incurred by them:

- Car travel on Trust business (including meetings and training) which will be paid at the HMRC approved rate per mile at the time of the claim. The mileage paid will be calculated based on the shortest route;
- Public transport costs incurred as part of Trust business, (including meetings and training). Unless the cost of first class travel would be cheaper than standard class, first class travel is not covered by the policy;
- Reasonable subsistence costs incurred when attending meetings on behalf of the Trust or training events for the Trustee/Governor role, that cannot be claimed from another source. Claims will be capped at a maximum amount of £15 for Breakfast, £15 for lunch and £25 for the evening meal;
- Reasonable costs of childcare needed to attend a meeting of the Trust (excluding payments to any former partner/spouse);
- Reasonable costs of care for any elderly or dependent relative needed to attend a meeting of the Trust.
- Reasonable telephone charges, photocopying, stationery, postage etc; where used for trust business.
- Any other justifiable expenses which have been incurred whilst acting on Trust business.

1.2 As Trustees and Governors are providing a voluntary service, allowances and expenses will not be paid for the following:

- Any allowance for attending meetings.
- Any reimbursement for lost earnings.

2 Making a claim

2.1 Those wishing to make a claim should obtain prior approval from the Chair of Trustees before incurring the expenditure. Claims must be made within four weeks of the expense being incurred and must be made on the Trust's expenses form appended to this policy. All claims must include evidence of the expenditure, i.e. receipts.

2.2 Payments will be made by BACS and will be subject to review by the Risk, Audit & Finance Committee.

Trustee Expenses Claim Form

Date incurred	Description of the expense incurred	Amount (£)

Name: .....

I confirm that this claim complies with the Trust's expenses and allowances policy:

Signed ..... Date .....