



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Expenses Policy – Directors & Governors 2023



The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College,
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POLICY DOCUMENT	Trust Expenses Policy – Directors & Governors
Legislation/Category: Academy Schools	Legally Required
Lead Member of Directors/Governors:	Trust Governance Manager
Approved by:	BKCAT Trust Board
Date Approved:	September 2023
Revision Date:	September 2026
Review Frequency:	3 years

All policies are written in line with our Trust Mission statement:

With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



Trust Expenses Policy – Directors & Governors

1. Scope of the Policy

Directors and Governors are entitled to claim expenses legitimately incurred on behalf of the Trust or Academy.

Such expenses are generally limited to:

- travel to and from meetings of the Trust Board, Academy Council or committees
- telephone calls made on behalf of the Trust/Academy or on Trust/Academy business
- reasonable expenditure on behalf of the Trust/Academy, or on Trust/Academy business, of photocopying facilities, paper, postage, etc.
- childcare or dependent relative care
- extra costs incurred in performing their duties either because they have special needs or because English is not their first language

Expenditure on other activities or purchases (for example, travel to conferences) will be reimbursed only if prior authorisation has been granted by the Trust Chief Financial Officer.

Directors and Governors should always make every effort to use the Academy's / Trust's resources where possible, for example, stationery, photocopying.

Under no circumstances will attendance allowance be paid or reimbursement made for loss of earnings.

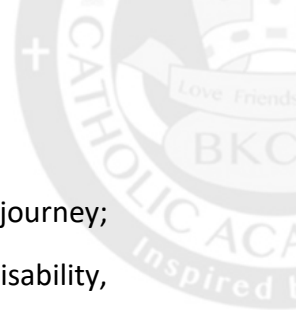
2. Official Travel

Directors/Governors are responsible for ensuring that all travel is undertaken on the most cost-effective basis to ensure efficient and effective use of public funds.

Travel should be by the most economical method available, with regard to efficient use of time. Only the actual costs of allowable travel, supported by receipts, will be reimbursed. Individuals may use their private motor vehicles, but this option should be restricted to journeys that cannot be readily made by public transport, or if justified by other reasons. When using public transport, any cheap travel facilities available, e.g. day returns, season tickets or railcards, should be taken advantage of where this is consistent with the efficient use of official time.

Travel by Taxi

Taxi fares are admissible only for journeys when:



- No other reasonable method of transport is available for all or part of the journey;
- Alternative methods of transport are impracticable due to pregnancy, disability, illness or injury;
- It is more cost effective to use a taxi than any other form of transport (e.g. due to multiple Directors/Governors sharing one taxi compared with other modes of transport).

In the event of a taxi being used for a journey, justification for the use of the taxi must be noted on the expense claim form and a receipt supplied.

Travel by Rail

Tickets should be purchased as far in advance as possible to take advantage of advance booking discounts. Directors/Governors booking their own train tickets and seeking to reclaim the cost must use booking sites which do not charge a booking fee, as this will not be refunded when there are fee-free options available. At the time of issue, train companies not charging a booking fee include:

www.grandcentralrail.com

www.northernrailway.co.uk

www.lner.co.uk

Alternatively a request can be placed with the finance staff in school/central team to book the ticket on behalf of the Director/Governor.

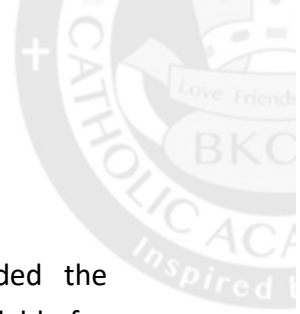
Where Directors/Governors pay for their own train tickets, they can reclaim the cost of train tickets after the event, provided they submit a copy of the ticket showing the amount paid or card receipt. Individuals should travel by Standard Class. The maximum rate reclaimable will be the “anytime standard open”. If a cheaper ticket is available that does not materially affect the journey (e.g. an advance purchase ticket), the cheaper ticket should be purchased and Director/Governor should claim only for the cost of the cheaper ticket. The cheaper ticket may be of a different class to standard.

Travel by Private Motor Vehicle

Definition

Mileage expenses are payable when an individual’s private motor vehicle is used. This is defined as a vehicle:

- owned and registered in the individual's name, or,



- being hired by the individual; or,
- registered in the name of the individual's spouse/partner, provided the appropriate insurance requirements are fulfilled and the vehicle is available for use on official business.

Directors/Governors claiming mileage for the use of a private vehicle are required to confirm that the vehicle is roadworthy, has a current MOT certificate and is insured. This is confirmed by the Director/Governor submitting the claim form. By submitting the form, Directors/Governors are also confirming that they are legally allowed to drive, i.e. not disqualified from driving.

3. Food and Drink (Subsistence)

The actual cost paid by Directors/Governors for food and drink purchased while on official Trust business outside the schools in the Trust will be reimbursed on production of receipts and up to the limits set out in Appendix A.

These are limits which reflect the maximum amount the Trust will reimburse towards food and drink, not allowances to be paid irrespective of the amount spent, and therefore must be supported by appropriately itemised receipts. A credit card receipt without further detail is insufficient – the receipt must show the items purchased.

The Trust will not reimburse sums paid for alcoholic drinks, as the purchase of alcohol is prohibited by the government's financial regulations for academies.

Individuals will not be reimbursed for items purchased for a meal where one was already provided e.g. lunch provided for delegates at a training course, breakfast/dinner where included in an overnight hotel booking.

Receipts must not include items which are not for the individual's own consumption on the day the expense is being claimed.

4. Childcare or Dependent Relative Care

The Trust will reimburse the actual cost of childcare or dependent relative care. The officially registered carer should be asked to provide a receipt to confirm that they have been paid. To comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid for care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.



5. Process

All claims must be submitted within two weeks of the expense(s) being incurred, using Director/Governor Expenses Claim Form A (mileage) or B (other expenses), as follows:

- Director claims - to the Trust's Head of Governance at the Bishop Konstant Catholic Academy Trust Office, St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, Pontefract WF7 6BD;
- Governor claims – to the Headteacher of the Academy.

Claims on Expenses Claim Form B must be accompanied by receipts (not Credit/Debit Card receipts) and, where appropriate, a copy of the prior authorisation of the expenditure.

Incomplete, or incorrect claims that do not comply with this policy, will be returned to the claimant. An explanation as to why it cannot be processed will be included.

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

6. Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD



APPENDIX A – EXPENSES CLAIM LIMITS

Subsistence

Meal	Maximum amount	claim	Claim restrictions
Breakfast	£7.00		Employee is on official business outside the Trust for more than 4hrs, having had to leave home before 7am or their normal departure time (whichever is the earlier).
Lunch	£7.00		Employee is on official business outside the Trust for more than 4hrs, departing before 12noon and returning after 2pm.
Tea	£4.00		Employee is on official business outside the Trust for more than 4hrs, leaving before 3pm and arriving home after 6pm.
Evening meal – returning same day	£12.50		Employee is on official business outside the Trust for more than 4hrs, arriving home after 7pm.
Evening meal – overnight stay	£20.00 or actual cost of evening meal in hotel		Employee is staying away overnight on official business for the Trust and an evening meal has not already been paid for as part of the hotel booking.

Travel

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

These rates will be reviewed annually in September.



DIRECTOR/GOVERNOR EXPENSES CLAIM FORM A - MILEAGE

Name	<input type="text"/>			Role	<input type="text"/>
Home address	<input type="text"/>			Vehicle registration	<input type="text"/>

Date	From (name and postcode)	To (name and postcode)	Purpose of trip	Total distance
TOTAL MILES CLAIMED				

DECLARATION

By submitting this expenses claim, I confirm that I hold a current valid driving licence, that the vehicle I have used is insured, taxed and roadworthy with a current MOT certificate (if applicable).

Signed (individual):

Date:

Now send this form to Head of Governance (Directors)/Headteacher (Governors) for authorisation

AUTHORISATION

I confirm that all expenses claimed on this form were authorised and incurred in the course of the individual's work for the Trust.

Signed (authoriser):

Date:

Once authorised, email this expenses form to your finance team for processing

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Input by:

Input date:



DIRECTOR/GOVERNOR EXPENSES CLAIM FORM B - NON MILEAGE

Name	<input type="text"/>	Role	<input type="text"/>
Home address	<input type="text"/>	Postcode	<input type="text"/>

Date	Description of item paid for (if train/bus/parking, please give destination and reason for trip)	Value	Receipt attached Y/N
TOTAL CLAIMED		<input type="text"/>	<input type="text"/>

DECLARATION

By submitting this expenses claim, I confirm that I have attached all receipts relating to the expenses being claimed to comply with audit requirements.

Signed (individual)

Date

Now send this form to Head of Governance (Directors)/Headteacher (Governors) for authorisation

AUTHORISATION

I confirm that all expenses claimed on this form were authorised and incurred in the course of the individual's work for the Trust.

Signed (authoriser)

Date

Once authorised, email this expenses form to your finance team for processing

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