



# Governance Expenses Policy

<b>Approved by:</b>	NMAT Board of Trustees	<b>Date:</b> October 2023
<b>Last reviewed on:</b>	October 2023	
<b>Next review due by:</b>	October 2025	
<b>Responsible</b>	Governance Professional and Compliance Lead	

## 1. Aims

The NMAT Board of Trustees have decided to pay reasonable allowances to cover any costs that any member of the Trust's governance structure incurs through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, the Trust will ensure that no member of the community is prevented from becoming a Trustee, Member or Governor on the grounds of cost.

## 2. Legislation and Guidance

[The Governance Handbook](#) (section 4.7.1, paragraph 75) says that Trust Boards are free to determine their own policy on the payment of allowances and expenses.

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

## 3. Overview

Members of the Trust's governance structure 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 of the Trust's governance structure may claim allowances by completing a claim form (see appendix 1) and submitting it to the Trust Governance Lead, [sjaved-sarwar@nunthorpe.co.uk](mailto:sjaved-sarwar@nunthorpe.co.uk).

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

Members of the Trust's governance structure may claim for:

- Childcare;
- 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 should be agreed in principle by the Trustees at their Finance and Risk Management meeting **before** they are incurred.

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 of the Trust's governance structure uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

The Trust Governance Lead monitors the implementation of this policy. This policy will be kept under review in light of legal developments and best practice and approved by the Board of Trustees every year.

#### **5. Links with other policies**

This Governance Expenses Policy links with the following policy:

- Code of Conduct for NMAT Governing Boards

## Appendix 1: Member of the Trust's governance structure claim form

### Member of the Trust's governance structure claim form

Name:

Address:

Claim period:

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

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

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

EXPENSE TYPE	£
Childcare	
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 Samina Javed-Sarwar, [sjaved-sarwar@nunthorpe.co.uk](mailto:sjaved-sarwar@nunthorpe.co.uk) along with any relevant receipts.

The form should be submitted within four weeks 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