

JOHN TAYLOR MULTI ACADEMY TRUST



Trustees Remuneration and Expenses Policy

Implementation date:	January 2016
Review date:	July 2017, July 2019
Next review due:	July 2021
Policy owner:	Barbara Mahoney

John Taylor MAT (JTMAT) does not remunerate Trustees for the role of being a Trustee or for travel to and from Board meetings. This policy outlines the conditions under which Trustees can request expense reimbursement and the procedure for making such submissions.

Expenses – any direct and receipted costs incurred as a result of confirmed travel expenses for attendance at conferences or other events where the Trustee is representing the Board in an official capacity and approval has been provided by the Chair or Vice Chair. This may include mileage, parking, accommodation and/or transport.

The Trust will set levels of expenditure that are deemed appropriate and which may only be varied at the discretion of the Members and Directors of the MAT.

The level of reimbursement allowed will be sufficient to provide a standard and quality which adequately meet the needs of staff from the viewpoint of both comfort and acceptability for the effective conduct of School/Trust business. For travel mileage amounts and subsistence allowance contact the Finance office of each individual school.

Trustees should complete travel and expenses claim forms available at each school. All claims will be paid into a nominated bank account and must be submitted in a timely manner as soon as possible following the date the expense was incurred up to a maximum of 3 months after that date. Claims should not transcend financial years.

TRAVEL

The Trust's Financial Regulations require that cost-effective use of travel arrangements is achieved. Car users should not therefore automatically use their cars for travel if public transport or a car sharing is more cost effective. Therefore, in order to achieve best value, the person who makes a claim should ensure that they are able to demonstrate the cost effectiveness of the journey claimed.

Careful consideration will be given to the difficulties some disabled trustees with mobility problems may experience when undertaking longer journeys. Adjustments may, include payment of taxi fares from home to station/station to venue, or an overnight stay, or payment of subsistence allowances. Where more than one person is travelling to the same meeting, arrangements should be made to share transport where appropriate.

SUBSISTENCE

Trustees who necessarily incur additional expense when away on MAT business in respect of meals or overnight accommodation will be reimbursed approved expenses in respect of these amounts.

All claims must be accompanied by a receipt, which should be attached to the claim form.