

The **GALLERY** TRUST



A community of special schools

Member, Trustee and Local Academy Board Member Expenses Policy

Date of Policy	June 2025
Date of review	September 2027
SLT Lead	COO
Signed:	
Chief Executive Officer	K Willett MBE
Chair of Trustees	C Scrivener

This policy has been developed in accordance with the Academy Trust Handbook and Charities Commission guidance. The Board has the discretion to reimburse expenses to Members, Trustees and Local Academy Board (LAB) Members for certain expenses which they incur in carrying out their duties. The Gallery Trust believes that paying expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve for all members of the community and so is an appropriate use of Trust funds. The specific items permissible reflect this objective.

All Members, Trustees and LAB Members of The Gallery Trust are entitled to claim the actual costs, which they incur as follows:

1. expenses as detailed below are eligible for reimbursement. Expenses should be approved by the Chair of Finance and Personnel Committee or the Chair of Trustees. If the Chair of Trustees is seeking reimbursement, the Chair of Finance and Personnel should approve the expenses and vice versa.
2. on a case-by-case basis:
 - reasonable travel costs, including petrol, parking and congestion charges, public transport, or taxi fares in accordance with the Travel and Subsistence Policy
 - reasonable costs of overnight accommodation in accordance with the Travel and Subsistence Policy
 - reasonable costs of food and drink in accordance with the Travel and Subsistence Policy
 - telephone and internet subscriptions, and other communications costs but only for the proportion of time used for Trust business
 - translation of documents into Braille or into different languages
 - booking a British Sign Language interpreter
 - reasonable costs that enable a person with Special Educational Needs and Disabilities to carry out their governance role
 - reasonable costs for a carer or childminder
 - reasonable costs of training materials

These are examples of what the Trust cannot pay:

- costs that are unrelated to charity business, such as those incurred on personal business or personal engagements
- travel or accommodation costs for spouses, partners or family members who are not travelling on charity business
- excessive costs, for example on travel or accommodation, beyond the limits detailed in the Travel and Subsistence Policy, except in exceptional circumstances
- telephone or other communication costs for business unrelated to the Trust
- attendance allowance
- reimbursement for loss of earnings

The Trust cannot **under any circumstances** reimburse for alcohol.

It is a requirement of the Academy Trust Handbook that details of all expenses claims submitted by Members, Trustees and LAB Members are declared in the Trust's Annual Reports and Financial Statements.

Claims under these arrangements should be made by submission of a claims form (see pages 4 & 5) and a bank transfer request form (page 6). Receipts should be provided, except where this is impractical, for example, where small amounts are claimed or receipts are not available. The authorised forms and receipts should be returned to the Chief Finance Officer of the Trust as soon as completed.

Claims will be subject to independent audit by the Trust's external auditors.

The Gallery Trust
Members, Trustees and LAB members
Request for reimbursement of expenses

Name:	Name of School:
Address:	Date:
Postcode:	Claim Period:

Nature of claim:	£
Reasonable travel costs, including petrol, parking and congestion charges, public transport, or taxi in accordance with Travel and Subsistence Policy	
Reasonable costs of overnight accommodation in accordance with Travel and Subsistence Policy	
Reasonable costs of food and drink in accordance with Travel and Subsistence Policy	
Telephone and internet subscriptions, and other communications costs but only for the proportion of time used for governance business	
Translation of documents into Braille or into different languages	
Reasonable costs that enable a person with disabilities to carry out governance role	
Reasonable costs for a carer or childminder	
Reasonable costs of training materials	
Other (please specify)	
TOTAL	

I declare that this claim for expenses is accurate, has been properly incurred and complies with Trust policies

Name Signed.....

Governance role and location Date

Approved by Chair of Finance and Personnel Committee or Chair of Trustees

Signed Date

When approved, forms and receipts should be submitted for reimbursement to the Finance Team, The Gallery Trust.

Bank Payment Request: governance expenses

Request made by	Date of request

Name of Recipient	Reason for request	Nominal code	Bank Details: Bank name, Account name, Sort code and account number	Cost
		865200 (Academy governor - other reimbursements Transactions)		
		865200 (Academy governor - other reimbursements Transactions)		
	Total £			

I confirm I have attached receipts (please initial)

I confirm that no alcohol is being reimbursed (please initial)

I confirm that the bank details are correct (please initial)

Name of requisitioner: Signature of requisitioner:

Date:

Authoriser's name: Authoriser's signature:

Date: