

Director Expenses Policy and Claim Form



Policy Review Schedule

Policy	OLT Director Expenses Policy and Claim Form
Review schedule	Annual
Statutory Policy	Yes
Policy owner	CEO
Lead Reviewer	HOO
Approver and date of last approval	Operations Committee, 10/02/2026
Key review dates	Changes made
06/04/2015	Written
06/04/2019	Updated contact details and claim form to include mileage
21/01/2020	None
21/01/2021	None
25/01/2022	None
21/02/2023	None
20/02/2024	None
11/02/2025	None
27/01/2026	Checked current approved business mileage rate with gov.uk and no change needed. Updated value of meal/subsistence claims.
Next review due Feb 2027	

1. Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to Directors for out-of-pocket expenses incurred in the context of carrying out their duties.

2. Paying Allowances

Examples of when a claim may be made for incurred expenses are given below. Directors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board of Directors.

2.1 Childcare or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Director is attending meetings of the Board or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

2.2 Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for childcare.

2.3 Telephone charges, photocopying, stationery, etc.

Where a Director is unable to use the school's facilities for any of the above, a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

2.4 Travel and subsistence

Mileage may be claimed for distances exceeding 1 mile for the purpose of attendance at meetings of the Board or other agreed activities. Claims will be reimbursed at the rate of 45p per mile (this must not exceed the maximum level of the rates published by HMRC for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased, up to a maximum amount of £10, or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

3. Making a claim

Directors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be sent to and authorised by the CEO and submitted to the academy finance team for payment.

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of Director.

Directors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.



Omnia
LEARNING TRUST

Expenses Claim Form

Director's name: _____

I claim the total sum of £ _____ in respect of expenses incurred whilst carrying out my duties as a Director of the Omnia Learning Trust.

I have attached the relevant receipts* and screenshots of journeys showing mileage* in support of my claim and for the Trust to reclaim VAT.

*if relevant to claim

Signed: _____

Date: _____

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Mileage (45p per mile)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claimed	

This form should be filled out with regard to the Director's Expenses Policy and submitted to:
j.croft@omnialearningtrust.org