The LETTA Trust

Trustee & Governor Expenses Policy

Approved & adopted on:	Autumn 2025	**To be reviewed:**	Autumn 2026
Reviewed by:	Trust Board Resources Committee	**Signed:**	

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1. Aims

The Trust Board will pay reasonable expenses from the schools' delegated budget to cover some costs that board members incur through carrying out their duties. This policy sets out the terms on which such expenses are paid.

2. Legislation and guidance

The Academy Trust Handbook requires strict financial control, transparency, and adherence to the fundamental principle that trustees and governors are not paid for their governance role, only reimbursed for costs incurred. The Academy Trust Governance Guide is to provide essential information on the trust board's strategic roles and legal responsibilities to support effective governance.

3. Overview

Trustees may claim expenses 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. Trustees may claim expenses by completing a claim form (see appendix 1) and submitting it to: Razna Begum, The LETTA Trust, c/o Bygrove Primary School, Bygrove Street, London E14 6DN.

Expenses will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. Trustees may claim for:

- Travel
- Extra costs incurred because they have a special need or English as a second language
- Other justifiable expenses

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the CFO or CEO **before** they are incurred and will be reported to the Trust Board Resources Committee. The Chair of the Trust Board Resources Committee may investigate claims that appear excessive or inconsistent. All claims will be included in the annual independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed annually by the Trust Board Resources Committee.

Appendix 1: claim form

The LETTA Trust

Trustee or Governor Expenses claim form

Name:

Address:

Claim period:

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

Signed: _____ Date: _____

This form should be submitted along with any receipts to:

Razna Begum, The LETTA Trust, c/o Bygrove Primary School, Bygrove Street, London E14 6DN

Claims must be agreed in advance. The form should be submitted to the CFO within 30 days 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