



THE
**CREATIVE
LEARNING**
PARTNERSHIP TRUST

Member, Trustee and Governor Travel and Subsistence Policy

Approved by:

Chair of Trustees
Chief Executive Officer

Date: Autumn Term 2023

Next review due by: Autumn Term 2024

1 Introduction

- 1.1 This document sets out the policy for Members, Trustees and Governors travel and subsistence and outlines what the procedures and rules are for making a reimbursement claim.

2 Policy

- 2.1 Claims should normally be submitted to the Chief Financial Officer (CFO) for Members and Trustees or the relevant school bursar for Governors, after each meeting, on the claim form provided. These will be approved by the chair (or, in exceptional circumstances, by the Chief Executive Officer – CEO or Headteacher).
- 2.2 Contact and bank details must be submitted to the CFO/ school bursar on the form shown in Appendix 1 (available from the CFO/ school bursars). From time to time, you may be asked to confirm these details for audit purposes. You may also resubmit the form as and when your details change. The form should not be altered and you must sign and date it.
- 2.3 The claim form is provided at Appendix 2 and a copy can be obtained from the CFO/ school bursars. All receipts and invoices must be attached to your claim. Invalid amounts will be deducted from the claim before reimbursement.
- 2.4 The CEO/ Headteacher will ensure your claim is reviewed by and, where appropriate, authorised by the Chair. Where this process would cause excessive delays, uncontroversial claims may be authorised by the CEO or Headteacher.
- 2.5 Once fully complete and authorised, travel and subsistence claims will be paid in the next available payment run; usually within 2 weeks.
- 2.6 Reasonable expenditure incurred whilst on CLPT business can be claimed and guidance on the different types of cost is outlined below. Expenditure should be evidenced by a receipt or invoice.

3 Rail Travel

- 3.1 It is CLPT policy that long distance travel is best undertaken by train. Once authorised by the CEO/ Headteacher this will be booked by the CFO (Members, Trustees) or school bursar (Governors). Charges will then be incurred directly by the school.
- 3.2 The travel will be based on the most efficient and economic route.

4 Travel by Private Car

- 4.1 For travel by private car, mileage should be claimed from your normal place of work, or your home, to the meeting.
- 4.2 Where a personal car is used, the vehicle must be legally roadworthy and you must:
- hold a valid driving licence
 - be insured for business mileage
 - abide by traffic laws.
- 4.3 The current rates that can be claimed are:
- Up to 10,000 (in a tax year) on CLPT business – 45p per mile
 - Over 10,000 (in a tax year) on CLPT business – 25p per mile
- 4.4 These rates are in line with the HM Revenue and Customs Approved Mileage Allowance Payments and therefore, should not attract any tax liability.

5 Travel by Taxi

- 5.1 Taxis should only be used for short journeys where other forms of transport are not available or appropriate e.g. travel from train station to destination with heavy or bulky luggage/equipment that needs to be transported.
- 5.2 Claims for taxi fares must be accompanied by a receipt and the amount of the actual taxi fare paid will be reimbursed.

6 Air Travel

- 6.1 Prior approval of the Chair and CEO/ Headteacher is required for air travel. Once this has been received the CFO (Members/ Trustees) or school bursar (Governors) are able to book the travel. Charges will then be incurred directly by the Trust/school.

7 Overnight Stay

- 7.1 All reasonable attempts should be made to avoid an overnight stay. Where it is unavoidable, please obtain prior authorisation from the Chair and CEO/ Headteacher and the booking will then be made by the CFO (Members/ Trustees) or school bursar (Governors). Charges will then be incurred directly by the Trust/school.
- 7.2 Overnight subsistence (per night): Actual expenditure incurred will be reimbursed on the production of receipts up to the following limits:

- Breakfast (if not included in accommodation) £10.00 maximum
- Evening meal £25.00 maximum

The purchase of alcoholic beverages will not be reimbursed

- 7.3 Whilst staying overnight CLPT will not reimburse any other personal incidental expenses except those already mentioned.



CLPT MEMBER, TRUSTEE & GOVERNOR BANK DETAILS

Name:

Address:

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Contact telephone number:

Email Address:

(This will be used for expenses remittance advices)

Bank Name:

Bank Account Name:

Bank Account Number:

Bank Sort Code:

Signature:

Date:

