



# Member, Trustee and Governor

## Travel and Subsistence Policy

Responsible Committee	CLPT Finance & Operations Committee
Date Approved by Committee	12 <sup>th</sup> December 2025
Implementation Date	12 <sup>th</sup> December 2025
Next Review Date	Autumn 2026
Policy Owner	Kate Hillman, CFO

This Policy has been created in accordance and to support the Mission, Values and Beliefs of The Creative Learning Partnership Trust.

**Our Mission.**  
Creating transformational  
educative opportunities;  
promoting social justice;  
unlocking individual freedom.

**Our Beliefs.**  
Our beliefs are what we value,  
they're what we passionately  
talk about.

**Our Personality.**  
Our personality expresses who  
we are, it's how we talk, act and  
behave.

**Integrity.**  
What we mean: Consistent in everything, being a role model, standing firm.  
What we don't mean: Compromise professional, violating professional.

**Dedication.**  
What we mean: Commitment to working and improving, work doesn't always happen, motivate.  
What we don't mean: Working all hours, do everything yourself, neglect health and well-being.

**Kindness.**  
What we mean: Act with compassion, always thinking of others, being a good listener.  
What we don't mean: Speak condescendingly, treat things other than people, don't listen to others.

**Understanding.**  
What we mean: I identify and understand you, empathy, and able to feel what other feel.  
What we don't mean: Assume what people's problems, judgement and opinions.

**Collaboration.**  
What we mean: Working together, creating each other's opportunities, welcoming.  
What we don't mean: Individual meetings, or halfhearted use of other people's time.

**Innovation.**  
What we mean: Using resources and ideas to be creative, about ability to improve.  
What we don't mean: Inventing one idea to the detriment of others or ignoring core skills.

**Creativity.**  
What we mean: Generate problem solvers, use our knowledge and skills to our absolute skills.  
What we don't mean: Focus on results, create time to enjoy ideas, not commercially aware.

**Learning.**  
What we mean: Provide for children's, young adults and adult, anyone can reach potential.  
What we don't mean: Excessive reliance on the same methods, models pre-learned.

**Partnership.**  
What we mean: Collaborate with others, outside the school, support beyond support.  
What we don't mean: Co-dependency and, rely on other's health information.

**Trust.**  
What we mean: Foster strong relationships, not afraid to share, trust ourselves and others.  
What we don't mean: Placing blame, disallowing feedback, shy to learn to others.

## **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. Any request to amend bank details must be independently verified by telephone in line with DfE cyber-security expectations
- 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. Claims may be selected for review as part of the Trust's internal scrutiny programme
- 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 Claims will usually be paid within 2 weeks once authorised.
- 2.6 All travel and subsistence expenditure must represent value for money and use the most economical option available
- 2.7 Submission of false or misleading claims will be treated as financial irregularity under the Trust's Fraud Policy

## **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 where no practical alternative exists. Receipts are required for reimbursement.
- 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: .....

