



## MALDEN OAKS SCHOOL

### Members' Allowances and Expenses Policy (DRAFT)

#### Background

The Management Committee (MC) plays a key role in the success of the school, and individual Members should not be deterred from playing their full part because of incidental expenses necessarily incurred by them in fulfilling that role.

**Travel expenses** are payable for a **Qualifying Journey**. A Qualifying Journey is one where a Member travels to a meeting at the school, or travels on essential school business. It must be approved as such in advance by the Chair of the Management Committee (with the Chair of Finance as an alternate).

#### Expenses that can be claimed

1. Car mileage allowance (at AfC rates, which will not exceed HM Revenue and Customs Authorised Mileage Rate AMR)
2. Motorcycle allowance (at AfC rates)
3. Public Transport Costs (actual costs incurred, up to standard/economy class rail travel)

Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed upon submissions of a receipt.

4. Bicycle allowance (at AfC rates)
5. Meals (reasonable and necessary costs incurred)
6. Childcare or care for a dependant (actual cost incurred)

Where a Member does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during an absence in which that Member attends Management Committee meetings or those of its sub-committees or is otherwise representing the school or MC. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to the carer.

7. Telephone calls, copying, stationery etc (actual cost incurred)

Costs may be reimbursed where the Member is unable to use the facilities of the school in performing any duty on behalf of the MC. Members must keep a written record or obtain a receipt (where possible) relating to the expenditure incurred.

### **Making a Claim**

Claims should normally be made within one month from when the expense occurred, and should be supported by receipts and records of journeys undertaken on the forms available from the Finance Office. Claims should first be approved by the chair of the MC, and thereafter submitted to the School Business Director for payment.

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