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 Registered in England & Wales

**THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST
 DIRECTOR ALLOWANCES POLICY AND PROCEDURE**

INTRODUCTION

The Trust's Board has the discretion to pay allowances from the Trust's annual budget allocations to directors for certain allowances which they incur in carrying out their duties. The Blessed Edward Bamber Catholic Multi Academy Trust believes that paying director allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as directors for all members of the community and so is an appropriate use of the Trust's funds. The specific items allowable reflect this objective.

PAYMENT OF EXPENSES

Directors will only be able to claim allowances providing the allowances are incurred in carrying out their duties as a Director or representative of the Blessed Edward Bamber Catholic Multi Academy Trust or one of its academies. Potential claims must be agreed by the Chair of the Board, in advance of the expense being occurred, on the basis that they are justified and are reimbursable costs. From the date of appointment all directors of the Trust will be entitled to claim the actual costs, which they incur, in line with this policy statement.

Directors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Board of Directors:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at the specified rates for Trust employees;
- Travel and subsistence costs, payable at the current rates specified by the Trust, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Trust acknowledges that:

- Directors may not be paid attendance allowance;
- Directors may not be reimbursed for loss of earnings.

Directors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the CEO), attaching receipts where possible, and return it to the CEO within two weeks of the date when the allowances were incurred.

Claims will be subject to independent audit and may be investigated by the Chair of the Board, or his/her representative, if they appear excessive or inconsistent.

	THIS POLICY DOES NOT CREATE CONTRACTUAL OBLIGATIONS ON THE TRUST	
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