



# Bishop Luffa Learning Partnership

## Policy for the Reimbursement of Expenses incurred by Governors/Trustees (Articles of Association 6.5)

Governors and Trustees are entitled to claim reimbursement of expenses incurred in connection with their governance duties.

Claims will be honoured in respect of the following:

- (a) telephone, email, postages, stationery,
- (b) travel to and from an off-site venue for attendance at courses or meetings,
- (c) meals purchased in connection with attendance at off-site events.

Claims cannot be considered for travel from home to school for attendance at meetings, nor for loss of earnings resulting from attendance at meetings or courses.

Reimbursement for travel as described in (b) will be limited to the actual cost of public transport where that is used, or a mileage allowance paid at the same rate as that paid by the school for staff travel expenses (currently 45p per mile).

Claims should, in the first instance, be approved by the Chair or Vice Chair of the Board of Trustees, and then passed to the Business Manager for settlement.

*Based on The Governance Handbook October 2020 (Section 4.7 paragraph 67)*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)

*Reviewed by Audit & Risk Committee March 2023  
To be reviewed March 2025*