



**The White Hills Park Trust**  
*A Culture of Excellence*

# Trustee/Governor Expenses Policy

## Version control

Scope:	<b>Applicable to all Trust Schools</b>
Review Date:	<b>June 2024, Summer Term</b>
Statutory or non-statutory:	<b>Statutory</b>
Author/Reviewer:	<b>Paul Heery – CEO June 2022</b>

The Board of Trustees recognises that individual Trustees and Governors may incur costs related to their duties which should be reimbursed by the individual schools or the Trust. These costs could include:

- Travel expenses to attend courses, events or meetings which are not within the locality (the catchment of the Trust).
- Subsistence and/or accommodation costs incurred during attendance on courses, events or meetings.

Trustees and Governors should provide the Trust Finance Manager with receipts for incurred costs and reimbursement will be at the same level as costs incurred by staff within the Trust.

All events, activities or other likely claims for reimbursement should be agreed by the Chair of the Board of Trustees before the costs are incurred.

All Trustee/Governor reimbursement of expenses will be declared in the Trust's annual financial statement.