



GREENWOOD ACADEMIES TRUST

Trustees Business, Travel, Accommodation and Subsistence Policy

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1. Policy Overview

This document sets out the policy for Trustees reclaiming travel expenses and the rules on the use of overnight accommodation and subsistence. Trustees are not entitled to claim for any other cost incurred in relation to their work as Trustees and are not allowed to incur any expenditure on behalf of the Trust unless it is contained in this policy.

2. General Rule

The Greenwood Academies Trust's Staff Business Travel, Accommodation and Subsistence Policy applies to all Trustees.

3. Exceptions

In relation to non-executive Trustees the following exceptions apply to the general rule:

1. Allowances- there will be no normal home to work travel to deduct from mileage claims. When claiming mileage, Trustees should include mileage that is incremental to their normal journey as a result of fulfilling their responsibilities as Trustees.
2. Making a claim- All claims should be sent to the CEO/DCEO's Executive Assistant. All claims will be approved by either the CEO, DCEO or the Chief Financial Officer.
3. Business use cover for car users- the requirements for business insurance are not relevant. However, the requirement for Trustees to have a valid MOT and licence does apply.