

PAYING GOVERNORS' EXPENSES

1. General principles

- Governors should be able to claim without embarrassment
- Governors should decide for themselves whether or not to claim
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
- Governors may be reimbursed for expenses incurred whilst attending training courses and other meetings undertaken in the course of their duties
- Governors cannot claim attendance allowances or for loss of earnings
- All existing governors (and new governors at their first meeting) to be given a copy of this policy.
- The policy to be reviewed annually by the Resources Committee and any changes agreed by the full governing body.
- Claims for expenses are met from the school's budget. The governing body might want to agree a budget at the beginning of the year.

2. Categories of expenditure

2.1 Travel and subsistence

Claims CANNOT be made for meetings of the governing body or its committees.

- Car and motorbike - Mileage may be claimed for the purpose of attendance at training courses and other meetings undertaken in the course of their duties. Claims will be reimbursed at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time. (HMRC's Approved Mileage Rates are available at: <http://www.hmrc.gov.uk/rates/travel.htm>).
- Public transport - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Taxi – The fare will be reimbursed on production of a receipt. NOTE taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor.
- Car parking - Claims can be made for car parking charges that would not otherwise have been incurred upon production of a receipt.
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2.2 Clerical expenses

Where a governor is unable to use the school's facilities a claim for reimbursement may be made for telephone charges, photocopying, stationery, etc. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

3. Claim process

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. A sample claim form is included at the end of this policy.

Claims should be authorised by (Chair of a committee/Chair of governors) and be submitted to the Headteacher to organise payment.

The Headteacher will retain a copy of claims forms for audit purposes.

This policy applies equally to all categories of governor and includes associate members.

CLAIM FORM FOR GOVERNOR EXPENSES

Governing body:

Governors' name:

Address:

I claim the total sum of £ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

CLAIM CATEGORY	DATE	REASON	£
Mileage (include miles claimed)			
Public transport			
Taxi			
Parking			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
Total claimed			

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE APPROVED THIS CLAIM ACCORDINGLY

..... Chair

..... Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED