



St. Andrew's C of E (VA) Primary School

Governors Expenses Policy

Approved by:

St Andrew's
Governing Body

Date: 21st March 2023

Last reviewed on:

March 2020

Next review due by:

March 2026

Governors and Associate Members are permitted to claim expenses in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development or acting on behalf of the governing body. Governors may not claim for actual or potential loss of earnings or income. **Eligible Expenses and rates**

Categories of eligible expenditure are as follows:

- ❖ Care arrangements: Actual costs incurred
- ❖ Child care or baby sitting expenses, where these are not provided by a relative or partner: Actual costs incurred.
- ❖ Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner: Actual costs incurred.
- ❖ Telephone calls and postage: Actual costs incurred
- ❖ Travel from their registered address to and from school : By car : 45p per mile (Not to exceed the Inland Revenue Authorised Mileage Rate). For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi the fare will be reimbursed at cost/or to a maximum of £10.
- ❖ Subsistence: If additional expenses are incurred because your work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from school, reimbursement will be made for the food/drink items bought on the day claimed.
- ❖ Extra costs incurred by governors because they have special needs or because English is not their first language

Criteria for Claims All claims must be submitted to the School Business Manager within two weeks of the expenditure being incurred. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls.

All claims must be approved by the Chair of Governors and reported termly to the Board of Governors

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Financial Systems The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

St Andrew's C of E Primary School

Governor Claim Form

Name _____

Address _____

Postcode _____

Claim Period _____

I claim the total sum of £ _____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed Date