



Governor Allowances			V1.0
	Date	Name	Notes
Drafted	31 <sup>st</sup> Mar 2009	B.Mullany	
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Reviewed	10 <sup>th</sup> Jan 2018	FGB	
Reviewed			
This policy will be reviewed every 3 years			

### Overview

Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

### Eligible Expenses

Categories of eligible expenditure are as follows:

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements - Child care or baby sitting expenses, where these are not provided by a relative or partner. Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

### Allowance Rates

Rates at which allowances are payable are as follows:

Telephone calls and postage	Actual costs incurred.
Travel rates:	In accordance with the Inland Revenue Authorised Mileage Rate, which is 40p per mile for cars and vans and 24p mile for motorcycles. 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.
Subsistence:	If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.
Care arrangements:	Actual costs incurred, up to a maximum of £5 per hour

### **Criteria for Claims**

All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, eg, bus ticket, phone bill, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

### **Financial Systems**

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