




Hunnyhill Primary School

Date of Review	January 2021
Next Review Due	January 2023
Staff Responsibility	Headteacher
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Governors Allowances Policy

Governors may claim allowances in respect of actual expenditure necessarily incurred to enable them to perform their duty as a governor. This includes 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 are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

- The cost of travel relating only to travel to meetings / training courses not held at the school. This rate is mileage is linked to the Local Authority rate as approved by HMRC.
 - o Claims for mileage should be made from home/work/school, whichever is the shortest.
 - o Where claims for fuel are made a VAT receipt must also be provided.
 - o Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail or economy ferry travel. Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required and must contain a VAT number.
- Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Governor is attending meetings of the Governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted i.e. a stamped receipt. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- Care arrangements for an elderly or dependent relative.
 - Costs may be claimed for situations similar to those for child care.
- Telephone charges, photocopying, ink, stationery, etc
 - We encourage our Governors to use our photocopier and printer to reduce their stationary costs. Where this is not possible a claim for reimbursement may be made. Receipts must be kept where appropriate and clearly show a VAT number; in all other

cases a detailed written record should be made and submitted. Governors are not recommended to print all papers and should view them electronically wherever possible. These facilities can be made available within school. Travel

- Subsistence.
 - Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, can only be claimed by prior approval and with a valid receipt.

Criteria for Claims

All claims must be submitted to the head teacher attaching receipts with a VAT number shown and when the allowances were incurred, within one month of the expenditure being incurred (except for telephone calls).

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 should be provided, identifying the relevant calls.

They will then be submitted for approval to the Chair of Governors. All approved allowances will be presented at the subsequent meeting of the FGB for validation and monitoring.

Financial Systems

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



CAR REG:

DATE	DESCRIPTION OF JOURNEY	FARES		MILEAGE
	Total Mileage @ LA rate approved by HMRC			
	Total Claim	£		£

DATE	NATURE OF EXPENSES/INCURRED	AMOUNT
	TOTAL	

Date: