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Policy for

# Governors' Expenses

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Prepared by:	James Perry
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## **Introduction**

St. Gregory's Catholic Primary School understands that the contributions of time and commitments of its Governing Body are important to the continued success of the School. However, we do not expect Governors to be out of pocket as a result of carrying out school business.

## **Scope**

This policy applies to all Governors of the School. Policies relating to staff expenses are covered elsewhere.

## **Remuneration**

Governors cannot be remunerated for time spent on school business. They are, however, entitled to be reimbursed for out of pocket expenses incurred.

## **Expenses**

Claims may only be made for expenses which are wholly, exclusively and necessarily incurred for the purposes of the school.

Wherever possible, school resources should be used and, where this is not possible, prior approval should be obtained from the Headteacher.

The following types of claims may be considered:

## **Travel**

- i. Vehicle mileage at the current HMRC approved rate per mile (this includes car sharing).
- ii. All other transport must be booked through the school.

## **Meals**

- iii. Reasonable meal costs when away from home on school business up to a maximum of £20 per Governor per day.

## **Other expenses**

- iv. Other incidentals at cost, which might include telephone, stationery, printing costs, etc.

All expenditure needs to be reasonable and backed up by supporting documentation in the form of VAT receipts itemising each expense incurred.

Claims should be made by the end of the term during which the expense is incurred and the details, together with receipts and supporting information, recorded on a school expense claim form.

In calculating the mileage, Governors should use the shortest route as per Google maps and include the postcode of departure and destination on their mileage claim form.

Governors must have their expenses approved by the Headteacher who has the discretion to query such expenses.

### **Exceptional Circumstances**

The Headteacher will consider claims submitted late and will consult with two other governors before making a decision.

