



St Edward's
RC/CE VA School

Governors' Expenses Policy

**Reviewed and Approved by Business and Premises Committee
On: 17 October 2017**

**Reviewed and Ratified at the St Edward's FGB
On: 14 December 2017**

Next review date: December 2020

Member of SLT responsible: Mrs M Lane

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

The Governing Body plays a key role in the success of the School. Individual Governors should not be deterred from playing their full part because of incidental costs. Therefore it is proposed that the following expenses can be claimed

1. Car mileage allowance (at HM Revenue and Customs Authorised Mileage Rate currently 45p per mile)
2. Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 24p per mile)
3. Public Transport Costs (actual cost incurred 2nd class rail or bus fare)
4. Bicycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 37p per mile)
5. Telephone Calls, copying, stationery etc should be undertaken using the school facilities but may be reimbursed (actual cost incurred) where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body.

Governors must keep a written record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

The Governing Body will monitor, evaluate and review these payments periodically and at least when HM Revenue and Customs update their guidance.

Budget should be agreed with Business and Premises Manager, before the Claim is submitted. Claims should normally be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the forms available from the finance office. Claims should be approved by the Chair of Governors.