



## St Laurence School Governors Expenses Policy

### Principle

In accordance with the Academies Financial Handbook Governors may claim for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as governors of the School.

Governors are not entitled to receive remuneration for their work as governors and may not claim for actual or potential loss of income or be paid attendance allowances.

### Allowable Expenses

#### **Travel Expenses**

Governors may claim travel expenses for car journeys up to the maximum mileage rate published by HM Revenue and Customs. This is in line with the rates for School staff.

For other forms of travel, the actual cost of the ticket may be claimed. Governors must not claim for more than the cost of an open standard class ticket available for the time of day of travel. With regard to rail tickets, look to purchase most cost effective ticket for journey undertaken. Governors must attach a ticket or receipt for payment to any claim for payment.

#### **Other Items**

A claim may be made for the actual expense incurred in connection with a governor carrying out their duties as a governor.

- Meals while travelling on governor business (advance approval only, maximum amount £10)
- Babysitting or care arrangements of immediate dependents • Telephone, photocopying, stationery.

Only the actual cost as shown on the receipt may be claimed. No claim for payment of any kind will be accepted unless it is accompanied by a receipt.

### Expenses not permitted

The following items may not be claimed and this is not an exhaustive list.

- Loss of earning
- Attendance allowance
- payments to a current/former spouse/partner and family members

No expense above £20 will be paid unless it was authorised in writing in advance by the Chair of Governors. In the case of the Chair of Governors, any such expenses must be authorised by the Vice Chair.

**Claim Form** These are available from and returnable to the School's Finance Office.

**Withdrawal from Meetings**

A governor must withdraw from any meeting of the governing body or committee thereof if a claim for expenses submitted by him or her is being considered. All claims will be checked to prevent fraud and promote best value principles.

This policy will be reviewed every 3 years

Endorsed: OCT 2019  
Review date: Oct 2021