



## **CARLISLE INFANT AND HAMPTON HILL FEDERATION**

# **Governors' Expenses Policy**

This policy was reviewed:	December 2019
This policy was ratified by Full Governing Body:	December 2019
This policy will be reviewed again:	Autumn 2022
Governor committee responsibility:	Finance & Premises Committee
Statutory Policy?:	Yes

# **FINANCE COMMITTEE**

## **Governors' Expenses Policy**

### **Introduction**

The key reason for governors to claim expenses is to ensure equal opportunities for all those interested in volunteering their time for the governance of this school. No one should be discouraged by personal financial considerations from becoming and remaining one of our governors.

In no sense should this policy be interpreted as a means of financially rewarding governors. Indeed, time spent on governance will not be paid.

### **Scope of Expenses**

The following expenses are deemed legitimate and may be claimed if they are in furtherance of governance:

1. Costs associated with travel to the school or other locations in excess of three miles. The use of public transport is encouraged and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed, upon production of a valid receipt. Motorcycle or car mileage allowance will be reimbursed as detailed below, the rate never to exceed that set out by HMRC.
2. The expense of childcare or dependent-care to facilitate attendance at the school or other location.
3. Governors with a special need will be reimbursed the additional cost of equipment or services required to allow them to take part in the activity in question. For example, the provision of a signer, audio tapes, Braille documentation, an interpreter, or travel and subsistence for a person providing support, as the case may be.
4. Stationery, photocopying, and materials, where not readily available from the school.
5. Telephone calls.

### **Financial Approval and Administration**

Prior approval for expenses incurred is not necessary so long as the spending is within the limits of this policy. Claims forms (see *Appendix 1*) must be signed as approved by the Chair of Finance or Chair of Governors.

Expense claims will be funded from the school's delegated budget. The payment and accounting of governors' expenses will be the responsibility of the school.

All claims, with the exception of mileage claims, must be supported by documentary evidence of spending, and this documentation must conform to HMRC requirements for VAT reimbursement and the LA's Financial Regulations.

In the event of uncertainty or a dispute regarding expense claims, the Chair of Finance will make a ruling.

## Claim Limits

### Travel

- **Motorcycle:** 15 pence per mile can be claimed. This is irrespective of the size and type of engine.
- **Car:** 25 pence per mile can to be claimed. This is irrespective of the size and type of engine.
- **Public Transport and Taxi:** Expenses will be paid at cost.
- **Bicycles:** Expenses will be paid at cost.

### Childcare or Dependent-Care

Individual needs vary according to individual circumstances, from child-minding / baby-sitting to professional nursing care. Actual costs can be claimed (with a receipt) as follows:

- child-minding / baby-sitting up to £10.00 per hour
- professional nursing care up to £12.00 per hour

### Stationery and Materials

Expenses will be paid at cost.

### Other Expenses

Payment of any other expenses will be at the discretion of the Finance Committee.

### Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be authorised by the Chair of Finance or the Chair of Governors prior to being submitted to the SBM for reimbursement.

### Review of Policy and Limits

This policy will be reviewed annually by the full governing body.

**APPENDIX 1**

**CARLISLE AND HAMPTON HILL FEDERATION  
Governors' Expenses - Claim Form**

<b>Name of Governor:</b>	<b>Date of Claim:</b>

**Motorcycle/Car Travel:**

<b>Date</b>	<b>Journey Details</b>	<b>Mileage</b>	<b>Pence per Mile Motorcycle/Car</b>	<b>£</b>
			24/45	
			24/45	
			24/45	
			24/45	
			24/45	
			24/45	

**Other Travel:**

<b>Date</b>	<b>Method of Travel</b>	<b>Journey Details</b>	<b>£</b>

**Dependent Care:**

<b>Date</b>	<b>Details</b>	<b>£</b>

**Stationery, Materials, Telephone, etc:**

<b>Date</b>	<b>Details</b>	<b>£</b>

**Grand Total**

£