



## GOVERNORS ALLOWANCES POLICY

The DFE considers that governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. The allowances paid should relate to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances. Other governors' expenses must be paid on provision of a receipt at a rate determined by the governing body, and will be limited to the amount shown on the receipt. However, attendance allowance and payments for loss of earnings may not be paid.

Allowances may be paid to governors and associate members of governing bodies by the governing bodies of maintained schools which have delegated budgets. The LA may pay allowances to governors of a maintained school which does not have a delegated budget and to persons appointed to represent the LA at an institution providing higher or further education, or on the governing body of an independent school or non-maintained special school.

All Governors and Associate Members are eligible to claim allowances in accordance with this scheme.

### Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements: Child care or babysitting expenses, where these are not provided by a relative or partner;  
  
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls, photocopying, stationery and postage
- Travel
- Subsistence

## **Allowance Rates**

Rates at which allowances are payable are as follows:

Care arrangements:	Actual costs incurred, up to a maximum of £5.35 per hour
Travel rates:	In accordance with the Inland Revenue Authorised Mileage Rate, which 25p per mile.  For public transport actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi the cost must not exceed £5.00 per journey.
Subsistence:	If additional expenses are incurred because work as a Governors requires taking meals (i.e. breakfast, lunch or dinner) away from the College area, reimbursement will be made for the food/drink items bought on the day claimed.

## **Criteria For Claims**

All claims must be submitted to the Principal on the attached form 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.

## **Financial Systems**

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