

Reviewed: Summer 2016

Next review: Summer 2019

Reviewed and accepted by Full Governing Body

Members of the Governing Body including Associate members have the right to claim for reimbursement of legitimate and necessary travel and child care costs properly incurred in the course of service to the School. No other types of expenditure qualify for reimbursement.

This means that the school and members of the Governing Body must adhere to the following fundamental principles:

- Claims for re-imbusement of child care and/or travel costs should be above reproach and must reflect actual usage of the costs being claimed.
- You should not be out of pocket but neither should you profit from expenses (subject to the specific rules on mileage, where you may find there is a small financial advantage to driving instead of using public transport).
- You must not claim expenses for costs that you incur that are not directly related to the performance of your responsibilities to the School nor that you would have incurred in any event in the normal course of your daily life.
- Double recovery is not permitted. This means that you cannot claim for costs legitimately incurred if you have already been reimbursed in some other way or where the costs were incurred by someone else, for example, if you receive a refund from the service provider or you share a car and the driver claims the reimbursement.
- You must ensure that you obtain value for money wherever possible. You are therefore required to avoid incurring costs which could reasonably be seen as incurred anyway in the normal course of your daily life.
- You are personally responsible for ensuring that all of your expense claims are properly pre-approved by the Head teacher, Chair of Governors or the Chair of the Finance Committee before incurred and then processed within the terms and spirit of this policy, that your records of expense claims are accurate and up-to-date and that you complete the appropriate forms.
- All claims must be supported by appropriate documentary evidence (e.g. receipts and mileage declarations) and all claims must be made within a three month period of the expense being incurred. The claim should be given to the school Business Manager for payment.
- If you are uncertain about whether a particular expense claim would be legitimate you are required to seek advice from by the Head teacher, Chair of Governors or the Chair of the Finance Committee before incurring the expense.
- The pre-approval or confirmation of expenses must be obtained in writing and attached to the claim in case it is challenged as part of an audit.
- The School is committed to ensuring value for money - there are no exceptions. Above all it is essential that you act with honesty, integrity and absolute propriety in respect of your expense claims and costs incurred.

Child care costs

Child care costs necessarily incurred to allow the Governor to perform their duties to the school or attend training may be claimed as follows: -

- at the rate of the minimum hourly wage;
- for the duration of attendance at meetings or training courses including the time taken to travel to the venue; and
- must be pre-approved.

No reimbursement of child care costs would be made where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Appropriate proof of payment should be submitted. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

This policy will also apply to care arrangements for an elderly or dependent relative.

Travel and subsistence costs

Travel and subsistence costs necessarily incurred to allow the Governor to perform their duties to the school or attend training may be claimed although reimbursement of costs incurred to travel to/from meetings held at the School is not permissible.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Car mileage & parking

- Business travel costs for journey by car will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Where possible Governors should share cars if claiming a mileage allowance.
- It is a governor's responsibility to ensure that any vehicle used to claim expenses is covered by relevant insurance, MOT and Road tax.
- The school will not reimburse insurance, MOT, servicing, financing or Road tax costs.
- The school is not responsible for any damage to any Governor's car or any injury to the driver or a passenger whilst the car is being used for school business.
- The school will not reimburse any fines incurred whilst on school business.
- A signed mileage declaration should be attached to any mileage claim.

Public transport

- Business travel costs for journey by public transport will be reimbursed this method of travel represents the most cost effective or only available mode of transport.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- You can only claim for any part of the journey that does not coincide with your usual commute.
- Where possible, rail travel should be booked in advance to ensure that the most cost effective price is obtained.
- If a travel card is in place, reimbursement cannot be claimed on the basis that no additional costs have been incurred.

Special needs

Costs incurred by governors in carrying out their duties because they have special needs will be considered for reimbursement by the Head Teacher, Chair of Governors or the Chair of the Finance Committee as appropriate before incurred and then processed within the terms and spirit of this policy as agreed.