



St Mary's Hampton

Church of England Primary School

GOVERNORS EXPENSE POLICY AND PROCEDURE

Review Frequency: Annual
Next Review: autumn 1 term 2017
Review Committee: Resources

Agreed on: 15th December 2016

Signed:

(Acting Headteacher)

(co-Chair of Governors)

A Governor may at the discretion of the Governors be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.¹

Any reasonable costs that allow trustees to carry out their duties can be classed as legitimate expenses.

So long as the Academy Trust only pays the trustee for the actual cost or expense, the payment is not taxable. The following are examples of expenses:

- the reasonable cost of travelling to and from trustee meetings, and on trustee business and events. This can include the cost of using public transport, taxi fares, and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable²;

¹ Hampton St Mary Academy Trust Articles of Association

² Mileage may be claimed for distances exceeding **five** miles for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at the rate of 25p/mile-

- reasonable refunds for the cost of meals taken while on academy trust business³;
- the reasonable cost of childcare⁴, or care of other dependants (for example, an elderly parent)⁵ whilst attending trustee meetings;
- the cost of postage and telephone calls on academy trust business;
- the costs of a trustee's telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the academy;
- communication support: translating documents into Braille for a blind trustee, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
- the costs of buying training materials and publications relevant to trusteeship;
- providing special transport, equipment or facilities for a trustee with a disability; and
- cost of reasonable overnight accommodation and subsistence (including any essential care costs) while attending trustee meetings or other essential events such as voluntary sector conferences or specialist training courses.⁶

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.

HOW TO MAKE A CLAIM

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the co-Chair of Governors (or for either co-Chair by the Vice-chair) and submitted to the School Finance Manager for payment. Claims may be refused if there are no accompanying receipts.

car and 10 p/mile - motorcycle or pedal cycle. (This must not exceed the maximum level of the rates published by the HMRC for travel and subsistence - last updated 2012/13). Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

³Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £10.

⁴ Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing board or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations 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).

⁵ Costs may be claimed for situations similar to those for child care.

⁶ Charity Commission Guidance: Trustee expenses and payments (March 12).



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Governor's name:

Address:

I claim the total sum of £ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing board.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claimed	

This form should be submitted to Piers Winrow (Finance Manager)