

Mountjoy School

Governors' Allowances

March 2018



This is a Mountjoy Policy

Adopted by Full Governing Body:

22nd March 2018

Date of next review:

March 2019

Signed:

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Chair of Governors

Date

Governors' Allowances – March 2018

Overview

- Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.
- Governors may not claim for actual or potential loss of earnings or income.
- All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Telephone calls and postage.
- Travel.
- Subsistence.
- Care arrangements.
Child care or baby-sitting 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.

Allowance Rates

Rates at which allowances are payable are as follows:

Telephone calls and postage	Actual costs incurred.
Travel rates:	In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles. 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.
Subsistence:	If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.
Care arrangements:	Actual costs incurred.

Criteria for Claims

- All claims must be submitted to the Finance Manager at the end of month when the expenditure occurred. Claim forms are available from the main office. Only one calendar month may be claimed per claim form.
- Receipts must be supplied to support claims for reimbursement.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.