



The Bishop Wheeler Catholic Academy Trust

ST MARY'S CATHOLIC PRIMARY SCHOOL,

A VOLUNTARY ACADEMY

GOVERNORS' EXPENSES POLICY

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Policy Statement

Governors give their time generously for the benefit of the Trust and each individual Academy within it. This policy recognises the importance of ensuring that every governor has full access to attend meetings, training sessions and any other meetings undertaken in the course of their voluntary duties. The Bishop Wheeler Catholic Academy Trust believes that Governors should be able to claim reimbursement for associated costs without embarrassment, and decide for themselves whether or not they wish to claim. The Trust's governors' travel expense claim form is attached to this policy.

Eligible costs for reimbursement are as follows:

Mileage - car and motorcycle

The authorised reimbursement rate per mile is 0.45p. This is the non-taxable rate approved by HMRC. VAT fuel receipts must be attached to each claim.

Rail

Standard return rail fares should always be considered as an alternative to driving, especially for longer journeys, to ensure best value. Please retain tickets as evidence of receipt.

Bus

Bus fares will be fully reimbursed. Please retain ticket as evidence of receipt.

Taxi

Taxis should only be used as a last resort, when no other public transport options are available or practical. Please retain a receipt.

Parking

Please ensure that a receipt is retained.

Subsistence

Governors are eligible to claim subsistence expenses when they are required to attend meetings, where meals are not provided.

Lunch

In most cases it is assumed lunch would be provided, however should the period of business include an overnight stay and lunch is not provided, up to £7.50 maximum can be claimed.

Dinner

£15.00 maximum.

Accommodation

Overnight accommodation must be booked through the Academy's finance office. It is assumed that the cost of breakfast will be included. Accommodation should be booked in advance wherever possible, taking advantage of reduced cost websites.

Allowances:

Outside London: up to a maximum of £75 per person per night, including VAT and breakfast
London: up to a maximum of £150 per person per night including VAT and breakfast
The Chair of Academy Council or Headteacher may apply discretion should accommodation costs be unavoidably more expensive.

Childcare

Upon production of a receipt or signed document to evidence expenditure, up to a maximum of £20 per day may be claimed.

Administrative Expenses

For example postage, photocopying or any other reasonable resources required. Till receipts to be retained.

Exclusions

Governors are unable to claim attendance allowances or for loss of earning.

Alcohol is not reimbursable.

Fines and penalties are the sole responsibility of the governor.

Submission of Claims

1. All relevant VAT receipts, including fuel receipts, must be attached to the claim form. If a receipt is unavailable, an explanation must be written on the reverse of the claim form.
2. Reimbursement will be made by bank transfer.
3. Claim forms must be authorised by the Headteacher or Chair of the Academy Council