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## ALP GOVERNOR ALLOWANCES POLICY

### 1. Purpose and Aim(s)

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. This policy sets out the terms under which such allowances will be paid. By adopting this policy, the Ashington Learning Partnership (ALP) aims to ensure that no member of the community is prevented from becoming a Governor on the grounds of cost.

### 2. Overview

Members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties. This does not include an attendance allowance, or payment to cover loss of earnings. Members of the Governing Body may claim allowances by completing a claim form (see Appendix 1) and submitting it to ALP Trust Office for the attention of the Business Manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. Members of the Governing Body may claim for:

- Childcare;
- Care for elderly or dependent relatives;
- Extra costs incurred because they have a special need or English as a second language;
- Travel and subsistence costs (alcohol may NOT be claimed for);
- Telephone charges, photocopying, postage, stationery, etc;
- Other justifiable allowances.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the FRC group **before** they are incurred. The Chair of Governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

### Other Documents:

Finance Policy

Governor Code of Conduct

### Appendices:

1. Governor Expenses Claim Form
2. Further Information On Claims

**Appendix 1  
Governor Expenses Claim Form**

Name:

Date:

Claim period:  term

Year:

I claim governor expenses as detailed below. I have attached the relevant receipts to support my claim.

Signed:

£	p
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Child care/babysitting expenses						
Care arrangements for an elderly or dependent relative						
Telephone Charges						
Postage						
Photocopying						
Stationery						
Travel to meetings/training courses (please give details)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Mileage</b></td> <td style="width: 10%;"></td> <td style="width: 70%;">Miles @</td> </tr> </table>	<b>Mileage</b>		Miles @			
<b>Mileage</b>		Miles @				
Support for governors with special needs (please give details)						
Support for governors whose first language is not English (please give details)						
Other (please give details)						

**TOTAL EXPENSES CLAIMED:**

**Checked & Authorised by:**

**Business Manager**

**Date:**

## Further Information on claims

### Travel and subsistence

- Mileage may be claimed for distances exceeding 2 miles each way (from a Governors' home address) for the purpose of attendance at meetings of the Governing Body or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances. 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.
- Claims 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 receipts.

The table below shows HMRC's current approved mileage rates (correct at February 2019), which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles
Cars and vans	45p
Motorcycles	24p
Bicycles	20p

### Childcare

Claims for the actual cost of reimbursement to a registered child-minder may be made whilst the Governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

### Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for childcare.

### Telephone charges, photocopying, stationery, etc.

Governors are welcome to use the resources available on any of the 4 sites. However, where a Governor is unable to use school facilities for any of the above, a claim for reimbursement may be made. Receipts must be provided.

### Other Allowances

The above list is not exhaustive and the ALP Governing Body will take account of individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for Governors with special needs or where an individual's first language is not English. Claims for other allowances should be made to the Business Manager who will take advice from the Chair of Governors as necessary.