



### 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

<input type="text"/>	<input type="text"/>
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Care arrangements for an elderly or dependent relative

<input type="text"/>	<input type="text"/>
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Telephone Charges

<input type="text"/>	<input type="text"/>
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Postage

<input type="text"/>	<input type="text"/>
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Photocopying

<input type="text"/>	<input type="text"/>
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Stationery

<input type="text"/>	<input type="text"/>
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Travel to meetings/training courses (please give details)

<input type="text"/>	<input type="text"/>
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<b>Mileage</b>	<input type="text"/>	Miles @
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<input type="text"/>	<input type="text"/>
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Support for governors with special needs (please give details)

<input type="text"/>	<input type="text"/>
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Support for governors whose first language is not English (please give details)

<input type="text"/>	<input type="text"/>
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Other (please give details)

<input type="text"/>	<input type="text"/>
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**TOTAL EXPENSES CLAIMED:**

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<b>Checked &amp; Authorised by:</b>	<b>Business Manager</b>	<b>Date:</b>
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