



Governors' Expenses Policy

Author	Business Manager	Date:	September 2020
Policy approved by:	Finance, HR & Audit	Next Review Date:	September 2022

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Introduction

The Finance, Human Resources and Audit Committee (FHRA) have been delegated to review this policy every two years. Acting on the instructions of the full Governing Body, the Committee have agreed the following policy in respect of payment of out of pocket expenses.

Subsistence allowances

Governors may claim subsistence for attendance on bona fide business at venues other than Tor Bridge High in accordance with the scales laid down by the Governing Body. To qualify for a claim an approved duty must exceed four (4) hours and the Governor must incur out of pocket expenses. **NB - All claims must be accompanied by a valid VAT receipt (including mileage claims)**

Travel Expenses

These may be claimed where the distance between the Governor's home and the venue of a meeting (including Tor Bridge High) by the safest route is 1 mile or greater and if greater than 150 miles is previously agreed by the Finance Director.

Mileage allowance at the rate of: 45p per mile

(Note where Governors share transport only the provider may claim.)

Travel by taxis is not reclaimable but mileage or equivalent bus fare may be claimed instead.

Claims are only admissible if the Governor has actually made the journey claimed as a result of attending for approved duty. Teacher Governors (and the Headteacher) will not be eligible to claim unless a special return journey has been made to attend.

Review

The FHRA Committee will review the policy and the rates every two years.

Administration

All Claims duly certified by the claimant are to be passed to the Clerk to the Governors.

The Clerk is responsible for:

- 1) Verifying entitlement to claim (i.e. that it relates to approved duties and that the claimant did attend).
- 2) Affirming that the claim seems reasonable.
- 3) Certification of the claim and forwarding to Plymouth City Council's payroll department for payment.
- 4) Maintaining a record of claims which enables the Governing Body to:
 - a) exercise budget control
 - b) meet its obligations to publish statutory information about expenditure on Governors' expenses.

Claiming

To reduce administration, unless substantial sums are involved Governors are asked to claim termly in arrears (annually for small value claims).

TOR BRIDGE ACADEMY TRUST (TRADING AS TOR BRIDGE HIGH)

GOVERNORS' SUBSISTENCE RATES

Approved duty:

MAXIMUM

Less than 4 hours		NIL
4 hours or over	Breakfast/Lunch Evening Meal	£15 (across both meals) £15.00 (but only payable if staying overnight)

Accommodation will be reimbursed for overnight stays where it is impractical for a day-return or where the overnight stay represents better value for money. Reimbursement will be made through payroll when presented with a valid VAT receipt.

- Bed and breakfast outside of London (M25) Maximum payment - £65.00
- Bed and breakfast within London/M25 boundaries: Maximum payment £100.00

If you find it impossible to meet these amounts please discuss this with the Clerk to Governors). Where possible accommodation must be booked in advance.

When claiming subsistence, claimants must produce supporting evidence of expenditure:

Governors mileage rate, cars	45p per business mile
Motor Cycle	25p per business mile
Bicycle	20p per business mile

Rail and Air Travel should be arranged through the Academy.