



GOVERNOR AND STAFF ALLOWANCE POLICY CAPTAIN WEBB PRIMARY SCHOOL

Written By	L Sanderson	Version 1.0	12/10/20
Agreed By	FGB		18/11/20

CAPTAIN WEBB PRIMARY SCHOOL

Governors and Staff Allowances Policy

Introduction

The governors believe that reimbursing expenditure incurred by governors, committee members and staff in the performance of their duties is important in ensuring equality of opportunity for all members of the community, and that this is an appropriate use of funds. Claims will be paid from the school's delegated budget.

Principles

No governor or member of staff should be out of pocket for expenses incurred during the course of their duties.

All members of the Governing Body, any non-governor members of committees established by the Governing Body, and members of staff will be treated equally.

There is no provision in this policy for governors or non-governor members of committees to claim for loss of earnings or an attendance allowance.

Individual members' expenses will be kept confidential, but expenses forms will be required to be completed for audit purposes.

Eligible Expenses

The following are eligible expenses for staff and governors, where appropriate:

- child care or baby-sitting expenses;
- care for an elderly or dependent relative;
- telephone charges, photocopying, stationery etc;
- travel and subsistence, i.e., meals purchased that would not otherwise have been bought.

Care costs

Care costs will not be met under this policy where the care for a child or dependent relative is being provided by an existing or former spouse or partner, or by a responsible person who normally lives in the family home.

Care costs are specifically for occasions outside of normal working hours only.

Claims for payments must be supported by the submission of a receipt/invoice.

Telephone Charges and Stationery

Reasonable expenses will be met for telephone calls made on behalf of the School and stationery used for School business (however it is expected that school resources are used unless circumstances are exceptional).

Photocopying should be done at the school, where possible.

Claims for payments must be supported by the submission of a receipt, or in the case of a telephone claim, the relevant bill.

Travelling Expenses

Travelling expenses reasonably incurred by a governor or member of staff travelling on authorised school business shall be reimbursed by the School and shall be calculated by reference to the main place of employment. Travelling expenses shall not be payable in respect of normal journeys between the governor's or staff home and normal place of business.

Where a governor or member of staff, with the approval of the employer undertakes voluntarily extra-curricular activities, they shall receive reimbursement of travelling expenses in accordance with these provisions.

Governors and staff shall not be required to use their personal cars in the service of the School, but where they agree to do so the School shall pay an allowance in accordance with the provisions set out below.

Governors and staff who do not have the use of a car and who have to travel in the course of work will have the costs of public transport reimbursed. Reimbursement will normally be based on the most economic travel option, which will normally be second class travel on a train.

Governors and staff claiming travelling expenses are required to complete the claims form attached as appendices to this policy. An electronic version of the form is located on the school intranet and hard copies are available from the SBM's office.

When undertaking a journey for which payment is made, governors and staff may be required to transport in the car, without additional payment, equipment or passengers concerned in the purpose of the journey.

Governors and staff claiming travelling expenses must hold a valid driving licence and certificate of motor insurance which includes provision for use of the car for business.

Travel Rates

The Governing Body has adopted the current rates for travel:

- Car mileage @ 45p per mile. This is the HMRC rate with effect from 1 April 2019.
- Public transport costs at lowest economic rate

Claims are to be submitted as soon as practicable after completion of the journey but certainly within the calendar month during which the journey occurred.

Subsistence Allowances

Subsistence expenses reasonably incurred by a governor or member of staff in the course of authorised travel on school business shall be reimbursed by the authority as detailed below.

Where a teacher, with the approval of the employer, voluntarily undertakes extra-curricular activities, the teacher shall receive reimbursement of subsistence expenses as detailed below.

Payment of subsistence allowances is subject to the condition that expenditure for which the allowances are claimed has actually been incurred. Claims for payments must be supported by the submission of a receipt. Where the receipted amount is less than the allowance, the actual amount will be paid.

An allowance shall not be paid where an authority provides a suitable meal. Where a teacher is able to have meals in a local authority establishment, only the actual expenditure shall be reimbursed.

In the case of an absence from the usual place of work, for the specified periods of time, the following rates shall apply:

Breakfast	£5.60	More than 4 hours away, before 11 am
Lunch	£5.60	More than 4 hours away, including the period 12 – 2 pm
Evening Meal	£11.20	More than 4 hours away, ending after 7 pm
Accommodation		Actual expenditure reasonably incurred

Governors and staff travelling by rail who necessarily take a meal in a restaurant car shall be reimbursed the actual cost of the standard meal.

Subsistence allowances will be subject to an annual cost of living increase from 1 April 2018.

Governors and staff must not save up their claims for the end of the school financial year; claims should be submitted in accordance with the process outlined below.

Process

- Governors and staff must complete a claim form and provide receipts, and/or other evidence of expenditure, wherever possible. Forms should be sent directly to the School business Manager.
- Claims will be passed to the Headteacher for approval. If the Headteacher has made the claim it will be considered by the Chair of Governors. No claim will be approved unless submitted on the appropriate form. The Headteacher will sign the expense forms once these have been approved.
- To reduce administrative costs, claims should be submitted each term, unless this is likely to cause hardship to individuals.

GOVERNORS TRAVELLING EXPENSES CLAIM FORM

CLAIMED BY:

Surname and Initials, Mr, Mrs or Miss _____

(Block capitals)

Private Address: _____

Date of Travel	Name and Location of Course or Purpose of Journey	Travelling From To	Mileage	Rate	£
				@ 45p per mile	
Subsistence (where applicable) Other expenses (please specify)					
TOTAL					

CLAIMANT'S CERTIFICATE

The particulars stated are correct, the mileages claimed are for journeys over the shortest practicable routes and the allowances claimed are in accordance with the school regulations.

Signed _____

Certified by _____
Headteacher

FOR FINANCE DIRECTOR'S USE ONLY

Arithmetic correct and certified for payment			
Invoice Audit No.	COST CENTRE	LEDGER CODE No.	Amount £
Date Issued:			
Chq No. Issued:			
Payment Audit No.			
TOTAL			

GOVERNORS EXPENSES CLAIM FORM (Non-travel)

CLAIMED BY:

Surname and Initials, Mr, Mrs or Miss _____ .

(Block capitals)

Private Address: _____

Date of Claim	Name of Company	Item Purchased	Net Price		VAT		Total		
			£	p	£	p	£	p	
Reason for claim:									
DEPARTMENT BUDGET: _____									

CLAIMANT'S CERTIFICATE

Claimant's Signature: _____

Budget Holders Signature: _____

Head Teacher's Signature: _____

FOR FINANCE DIRECTOR'S USE ONLY

Arithmetic correct and certified for			
Invoice Audit No.	COST CENTRE	LEDGER CODE No.	Amount £
Date Issued:			
Chq No. Issued:			
Payment Audit No.			
Order No?	TOTAL		