The Dales School
North Yorkshire

Scheme for Paying Governor Expenses

Person Responsible:	Headteacher
Approved by the Full Governing Body:	July 2026
Next Review Date:	July 2027

Signed…….. **Date**:

Scheme for Paying Governors' Allowances

1. All governors and associate members are eligible to claim allowances in accordance with this scheme. Allowances may only be claimed in respect of actual expenditure incurred whilst on Governing Body business, undertaking Governor development and otherwise acting on behalf of the Governing Body as outlined in the scheme.

2. The role of school Governor and associate members are voluntary roles. It is expected that Governors and associate members will arrange visits to the school to be at a mutually convenient time. Governors and associate members may not claim for actual or potential loss of earnings or income.

3. Unless previously agreed with the Headteacher and Chair of Governors, travelling expenses will not be paid for attending scheduled meetings of the Governing Body or scheduled and agreed link governor visits. Travelling expenses may be claimed for approved training, extraordinary meetings and other additional duties Governors have been requested to fulfil on behalf of the school.

4. Governors should be mindful of expenses and seek to minimise expenditure unless absolutely necessary. Where Governors are travelling to the same meeting/event they should travel together if this would reduce the cost for travel. Likewise, Governors should be aware of the benefits of technology and attend meetings/events virtually if possible and would not impact on the meeting or event.

5. Travelling expenses will be payable from the school grounds unless the Governor started their travel at a point closer to their destination.

6. Categories of eligible expenditure are as follows:

Type of expenses	**Allowance Rates**
Childcare or babysitting expenses, where these are not provided by a relative or partner – this will include the duration of the meeting and travel time	Actual costs incurred up to a maximum of £20 per hour. In exceptional circumstances such other sum as may be agreed by the Chair of the Governing Body. This is a case of requests in extenuating circumstances – where appropriate, the Chair of Governors shall be authorised to approve actual costs **prior to them occurring** and this must be reported to the Governing Body
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner – this will include the duration of the meeting and travel time	
Telephone calls and postage	Actual costs incurred – Governors will be required to provide an itemised bill for payment
Travel	In accordance with the HMRC Mileage Rate, which is 55p per mile for cars and vans and 24p per mile for motorcycles. A VAT receipt must be obtained and provided with any claim. Anyone making a travel clam will also need to ensure that they have business insurance. For public transport, actual costs incurred.

	However, where more than one class of fare is available, the rate shall be limited to the cheapest fare available. For travel by taxi or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority.
Parking	The cost of any parking charges incurred while on Governing Body business. This excludes parking fines. A receipt identifying the cost of parking should be obtained and returned with any claim.
Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed. A receipt for the meal must be provided with any claim. Subsistence is to be paid at the same rate that staff can claim. Governors can request this information from the Clerk on the current rate .
Support for Governors with special needs (e.g., audio equipment)	These will be assessed on an individual basis and approved by the Chair and Headteacher.
Support for Governors whose first language is not English (e.g. translations).	

Criteria for Claims

7. All claims must be submitted to the Headteacher on the relevant form (Appendix A) within one month of the expenditure being incurred (except for telephone calls).

8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. All purchases must be accompanied by a valid receipt where applicable showing the amount of VAT. Debit card receipts not showing individual costs will not be accepted.

Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Training

10. All training must be run via the Governor CPD budget.

Appendix A: The Dales School Governor Expenses Claim Form

Name:											
Home Address postcode:											
Date	Places visited	Reason for journey/Type of expenditure	Postcode from:	Postcode to:	Mileage checked through AA route planner ✓	Mileage	Amount claimed @ 55p per mile	Can this be reclaimed? Yes/No If Yes who from?	Vat Receipt see note over page	
									Yes	No
Other claims:										
Date	Type of claim (eg childcare, subsistence)			Reason for expenditure				Amount to be claimed	Vat Receipt see note over page	
									Yes	No

Admin use:	Claim Checked Code	Entered on RM Date issued	**TOTAL**		**TOTAL**	

I certify that the mileage allowances, subsistence allowances and other expenses claimed above were incurred in connection with my official duties and that on those occasions where subsistence allowances have been claimed; I have incurred expenditure in excess of my normal outlay. I confirm that the vehicle(s) used is insured to allow business use by me on behalf of the County Council and that I hold a valid driving licence. I confirm that I have read all the information on the reverse of this claim and complied with all the requirements.

Signed: ..... Certified correct by Headteacher:

Authorised: second signatory

Insurance and driving license
You should not use your car on County business without ensuring you hold a valid licence to drive the car used and the insurance cover includes 'business use' for the vehicle involved. You are required to certify the claim to that effect and may be required to provide evidence of having the satisfactory insurance document and a valid driving licence.

Duty centres and allowable mileage
Where a journey commences from a point other than the duty centre, eg your home, the mileage allowed will be the shorter distance between your duty centre and the address of the first official call and the distance actually travelled. When you do not return to the duty centre after your last official call of the day, but travel direct to your home, the mileage allowed will be the shorter of the distance between the address of your last official call and your duty centre and the distance actually travelled.

Routes should be calculated using http://www.theaa.com/route-planner/index.jsp so that continuity is maintained throughout the school. It is recommended that staff make a note of their start and end mileage so that if a journey incurs a diversion or an alternate route other than the shortest is taken because, for example, rush hour traffic, you can make a note on your claim form requesting the extra mileage to be paid. To validate shortest journey claim, please complete address section on all forms. For duties performed wholly outside office hours, the actual mileage from and return to home may be claimed. As the rate is below the HMRC threshold, employees will be able to claim a tax allowance – for basic rate tax payers this will be equivalent to approximately £1 for every 100 miles travelled – this can be claimed at the end of the financial year using HMRC form P87.

Travel by rail
If travelling by rail on official duties you should claim second class.

Subsistence allowance
Reimbursement of meal costs will **not** normally be paid, unless there is a genuine and unavoidable additional operational expense incurred, when it will be considered. Such necessary business expenses would be reimbursed, where prior approval has been given, on production of receipts and up to the maximum amounts advised.

- Full details of the rates and rules of application are set out in the circular issued to staff each time the rates of allowance are changed. If payment of subsistence has been agreed you should note particularly the rules relating to the time limits imposed on the claiming of certain allowances and that both tea and dinner allowance will not be paid for the same evening's work.
- If you are travelling by rail and necessarily take a meal in a restaurant car you will be reimbursed the actual cost of the meal upon the production of receipts.
- The reimbursement for overnight accommodation is based upon the actual expenditure for bed and breakfast up to a specified maximum. Receipted VAT bills ***must*** be produced to support the claim.
- Miscellaneous out of pocket expenses for items such as parking, tolls, etc may be claimed. Receipts should be provided.

Completion and submission of claim forms
(i) A separate and complete claim form should be submitted at the end of each calendar month for all journeys made during that month.
(ii) All relevant sections of the claim form must be completed, otherwise there will be a delay in paying the claim. All details should be completed at the head of the form and if you change your car during the month a different claim should be made for each car.
(iii) You are reminded that your claims may be the subject of enquiries from time to time and that you should maintain sufficient information in your official diary to substantiate the journeys made.
(iv) If the claim contains more than one page, please ensure the page containing the totals is on top and that they are securely stapled together.
(v) Claims are paid via finance staff/bursar and you will receive a bacs payment/cheque in your pigeon hole.
(vi) You must sign all claims and these must then be certified by the Headteacher.

Fuel Receipts
You must retain sufficient petrol or diesel receipts to cover the mileage on each claim form. These are to be kept for a period of 3 years in case Custom & Excise require them. You must tick the "Yes" box to show that you do have a receipt. If a receipt is lost then you need to tick "no" but this should only be in exceptional circumstances.