



# MAYHILL JUNIOR SCHOOL

## GOVERNOR EXPENSES POLICY

Mayhill Junior School recognises and values the work of its Governors.

It is our policy that no Governor shall be faced with 'out of pocket' expenses while fulfilling their role unless they chose to do so.

Accordingly, Mayhill Junior School will reimburse Governors for the costs of travel, by public transport or car. Travel by car will be funded at the current Inland Revenue rate. Governors may also, where appropriate, claim for babysitting / child care.

The maximum rate for travel by car is 45 p per mile.

Governors should submit a VAT receipt for fuel (for the day of travel) with their claim form

For the avoidance of doubt, the test of validity for any expenses claim is that the costs shall have been incurred 'wholly, exclusively and necessarily' in relation to the role of a Governor.

All Governors who wish to claim for expenses should ensure their claim is agreed and authorised by the Chair of Governors prior to the commencement of any activity. Should the Chair of Council wish to make a claim this should be agreed and authorised by the Vice Chair prior to the commencement of any activity.