

GOVERNOR EXPENSES

The governors consider it appropriate that they should be reimbursed for legitimate out of pocket expenses, such as:

- Child care expenses (where spouse/partner/other responsible adult who normally cares for the child is not available)
- Care arrangements for an elderly or dependant relative
- Telephone charges
- Photocopying and stationery (where the school facilities could not be used)

Reimbursement of travel and accommodation costs will be according to the following guidelines:-

- NCC/school rates for teaching and support staff

The following costs will be excluded by regulation:-

- Compensation for loss of earnings

In order to claim reimbursement of expenses, claimants should complete an expense claim available from the Bursar. Authorisation will be required from the Chair of the Resource and Community Committee who will only authorise reimbursement if approval is sought in advance. Expenses will be reimbursed to the amount, and on production of, valid receipts which should be sent to the Bursar with the claim form. Expenses will be reimbursed, by cheque, within 14 working days of receipt of the claim by the Bursar.