



BLACON
HIGH SCHOOL

ASPIRE BELIEVE ACHIEVE

Governors Travel Allowances Policy

VISION STATEMENT

We want Blacon High School to be a safe and caring place at the heart of our community, where everyone is valued and supported to aspire, believe and achieve beyond their potential.

Ratified by Full Governing Body: 7th December 2022

Next due for review: December 2023

Governors may claim only for travel expenses wholly incurred as a result of attendance at governor meetings and other meetings undertaken in the course of their duties including training courses.

No other type of expenses may be claimed unless with the prior agreement of the Chair of Governors.

Procedure for claims

Claims may only be made for the actual costs already incurred using the form attached and accompanied by receipts except in the case of car journeys. Expenditure on travel should be reasonable - usually this means the most appropriate and cheapest method of travel has been used. Car mileage must be claimed at the mileage allowance rate applicable at the time of the journey.

Submission and Payment of claims

Claims should be submitted to Laura Rose by email (lrose@blaconhigh.cheshire.sch.uk)

Claims for expenses will be paid promptly by bank transfer and confirmed to you by email.

Further Advice

Advice on claims is available from the Clerk to the Governors.



Governors' Travel Expenses Claim Form

Travel Expenses Claim

Name

Date of claim

Travel to Meeting / Course / Other (please specify)

Date(s)

Car Mileage (if applicable) cc of Car and Mileage rate

Public Transport (Tick if used) Receipts attached (Tick if applicable)

Signed