



# Governors Allowances Policy

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<b>Chair of Governing Body</b>	Sign & Date	Marilyn Cornwell 07/07/2020

# Parsons Down Partnership of Schools Governor Allowances Policy June 2020

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Board. Governors may not claim for actual or potential loss of earnings or income.

## Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements (Child care or baby sitting expenses, where these are not provided by a relative or partner or care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner).
- Telephone calls and postage.
- Travel
- Subsistence

## Allowance Rates

Rates at which allowances are payable are as follows:

Care Arrangements:	Actual costs incurred, up to a maximum of £6.50 per hour.
Telephone Calls and Postage:	Actual costs incurred.
Travel Rates:	Car – in accordance with the Inland Revenue Authorised Mileage Rate. Public transport - actual costs incurred for second-class fares.
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 purchased, on the day claimed.

## Criteria for Claims

An expenses claim form is available from the Office; all claims must be submitted to the School Business Manager within one month of the expenditure being incurred (except for telephone calls). Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## Financial Systems

In addition to the school's normal systems for authorising and processing payments you must obtain authorisation from the Chair of Governors, prior to submitting your claim. If the Chair of Governors is making a claim then they must obtain authorisation from the Chair of Finance.

## **HMRC Mileage rates 2020** (taken from the HMRC website on 17.6.20)

### **Employee vehicles: Mileage Allowance Payments (MAPs)**

MAPs are what you pay your employees for using their own vehicle for business journeys.

You can pay your employees an approved amount of MAPs each year without having to report them to HMRC. To work out the approved amount, multiply your employee's business travel miles for the year by the rate per mile for their vehicle.

<b>Type of vehicle</b>	<b>Rate per business mile</b>
Car & Vans	For tax purposes: 45 pence for the first 10,000 business miles in a tax year, then 25 pence for each subsequent mile
Motorcycle	For National Insurance purposes: 45 pence for all business miles 24 pence for both tax and National Insurance purposes and for all business miles
Cycle	20 pence for both tax and National Insurance purposes and for all business miles