

Laughton Community Primary School
Policy on Governor Expenses
Adopted May 2014
Reviewed July 2018



1. We recognise that Governors make a valuable contribution to our school.
2. No-one should be dissuaded or disbarred from being a Governor because of the costs of travel to meetings or training.
3. The school will set a budget for governor expenses.
4. Governors may claim for travel to and from meetings and for travel to and from two training courses per year with the prior agreement of the Headteacher.
5. If a governor wishes to make an expenses claim, they should speak to the Headteacher in advance for agreement. They should then fill in a claim form obtainable from the school office and return within one month of making the journey, so that the school is able to show payment of expenses at its audit.
6. The rate of payment will be 40p per mile.
7. Claims may be subject to an internal audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.