

## ST MARY'S BENTWORTH CE PRIMARY SCHOOL GOVERNORS' EXPENSES POLICY

Date of implementation: Jan 2026

Date for review: **Jan 2027**



Ownership: Resources Committee	Linked to: Financial Management System (HCC), Charging Policy, Current HCC Mileage conditions
Review Committee: Resources Committee, Head teacher	
Communicated to: Full Governing Body	
Evaluation: (inc links to evidence)	

Expenses may be claimed by any governor of the school in accordance with this policy and the Education (Governors Allowances) Regulations 1999. Eligible expenses must be incurred in the performance of members' duties as a governor.

### Eligible Expenses

#### Travel

Car mileage in respect of governing body meetings, training and other governor duties will be paid at the current Hampshire County Council mileage rate (link for governors shown below – not public page, log in to view) at the time of travel. Other travel expenses will be paid at cost but must not exceed 2<sup>nd</sup> class travel expenses.  
<https://extra.hants.gov.uk/employee/policy-guidance/salary/mileage-rates>

Care costs for children and elderly or dependent relatives: Reimbursed at actual costs. (No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home.)

Telephone, photocopying, stationery and postage: Reimbursed at cost.

Subsistence: Costs of food, refreshment, overnight accommodation necessarily incurred in the performance of a member's duties will be reimbursed at cost not exceeding rates listed below.

#### Rates of Payment

Travel claims will be paid at the current Hampshire County Council 'training' rate for private transport regardless of vehicle (there is no tax or National Insurance liability on this rate of payment). Alternatively public transport (standard rate ie not first class) costs will be repaid in full by prior agreement of the Chair of Governors.

Subsistence claims will similarly be based on the current Hampshire County Council rate.

Receipts should be produced for any payment other than private vehicle costs.

**ST MARY'S PRIMARY SCHOOL, BENTWORTH**  
**GOVERNORS' EXPENSES CLAIM FORM**



Governor's Name:
Governor's Address:
Date of Claim:
Details of Expenses (Dates and reason for meeting for car mileage will suffice – please attach receipts in respect of non-mileage claims):
Total Amount Claimed:
Governor's Signature:
Chair of Governors' Signature (for approval):
Headteacher's Signature (for payment authorisation):