



## Cape Cornwall School Governors Allowances Payment

### **Introduction**

The Governing Body seek to ensure an inclusive approach in which reasonable expenses can be reimbursed to meet the costs of undertaking work on behalf of the Governing Body, or at the discretion of the Chair, to enable attendance at meetings, including as follows:-

### **Travel Assistance**

A mileage allowance at the current rate.

Claims are only admissible if the Governor has actually made the journey claimed as a result of approved attendance or at the discretion of the Chair.

Governors should share transport whenever possible to minimise costs.

Travel by taxi is not reclaimable, except in exceptional circumstances, but mileage or equivalent bus or rail fare may be claimed instead.

### **Administration**

All claims certified by the claimant to be passed to the Clerk to Governors.

The Clerk is responsible for:

- 1) Verifying entitlement to claim via the Chair.
- 2) Affirming that the claim is reasonable.
- 3) Certification of the claim and forwarding to the County Treasurer for payment.
- 4) Maintaining a record of claims which enables the Governing Body to:
  - a) exercise budget control
  - b) meet its obligations to publish statutory information about expenditure on Governors expenses.