

# NORFOLK GOVERNORS' NETWORK

Supporting Governors – Supporting Schools – Supporting Norfolk



NORFOLK GOVERNORS' NETWORK

## Expenses Claim

<b>NAME</b>
<b>ADDRESS</b>

### TRAVEL

Reason for travel	Date	From	To	Distance (Total there and back)	Total Cost

Total of travel expenses carried down £

### OTHER EXPENSES – DETAILS

Signed.....	Date.....	Authorised.....	Date.....
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## EXCERPT FROM FINANCIAL REGULATIONS COVERING EXPENSES

### General

- 5.1 Only members of the County Committee, and others authorised by it, may claim eligible expenses arising from eligible duties and subject to these regulations.
- 5.2 To be eligible, duties must have been undertaken primarily on behalf of the NGN as distinct from arising through representing one's own governing body.
- 5.3 To be eligible, expenses must have been reasonably, and actually, incurred for items which were necessary for undertaking eligible duties.
- 5.4 Except for travel reimbursed at a mileage rate, claims should be supported by appropriate evidence (e.g. receipts, tickets) whenever possible.
- 5.5 Claims should be submitted to the Treasurer at any time on a form approved by the Treasurer, but in a timely manner after the occurred expense. All claims within a financial year must be submitted to the Treasurer no later than the 14<sup>th</sup> April: any such claims received after this date will not be paid.
- 5.6 The Treasurer may approve payment of claims, which s/he is satisfied fall within the authority given by these regulations, but shall otherwise refer the claim (or any part) to the County Committee for decision.

### Travel, Subsistence and Childcare Allowance for Attendance and Representation

- 5.7 Attendance at NGN meetings (County Committee, Sub-committees, conferences and working parties) is an eligible duty of all County Committee members.
- 5.8 Representing the NGN at meetings with representatives of Norfolk County Council or other organisations (including the National Governors' Association) will be eligible duties for those appointed by the County Committee to undertake specific representative functions.
- 5.9 In exceptional circumstances travel costs may be reimbursed for attending meetings or business on behalf of governing bodies other than the claimant's own or on behalf of Children's Services. Reimbursement should be approved by the Chair of NGN and the Treasurer.
- 5.10 Claims for attendance and representation shall not exceed the rates currently applying to Norfolk County Council officers. (*See list below.*)

### Communication

- 5.11 Reasonable postal and telecommunication expenses incurred on NGN business between those eligible to submit claims (regulation 5.1) is an eligible duty.

### NOTES ON CLAIMS

County Committee members whose address is as on the latest list of addresses circulated, need not insert it on a claim form and "home" entered in the Travel From column will be taken to refer to that address. In the Travel To column, "CC" will be sufficient to identify the destination and the purpose of the journey as a County Committee meeting, and "CM" and "BM" as County or Business meetings. Otherwise a brief footnote of the purpose of the journey should be given.

### APPLICABLE RATES

Mileage		45p per mile (from June 2011)	
Maximum Subsistence Rates		Standard	London and Conferences
		£	£
Bed and Breakfast		69.56	96.84
Breakfast	a	5.95	7.83
Lunch	b	8.14	11.79
Tea	c	3.20	3.94
Dinner	d	10.09	15.76

### Notes

- a Available if away from home before 7.20hrs.
- b Available if away from home before noon until after 14.30 hrs.
- c Available if otherwise would be away from home after 18.30hrs. but not if dinner is claimed.
- d Available if otherwise would be away from home after 20.30hrs. but not if tea is claimed for.

### CHILDCARE ALLOWANCE

- County Committee members who incur costs for the care of children for whom they have parental responsibility in order to allow them to carry out eligible duties can claim a Childcare Allowance. The rate for the Allowance is set at £6.69 per hour.
- The allowance is available for the care of children under 14 years of age who normally reside with the County Committee member.
- The allowance cannot be claimed for the care of children of compulsory school age during normal school hours except where the child is absent from school due to illness.
- Expenditure incurred will be reimbursed up to the maximum hourly rate for each hour of absence from home.
- Payment will only be made for the period of the qualifying meeting and the travelling time to and from home.
- A signed receipt showing the County Committee member's name, signature and address, the period worked and the amount received must be submitted with the claim.
- An allowance will not normally be paid for care provided by someone who is a close relative of the County Committee member.