



# **The Castle Partnership Trust**

ACHIEVE | BELONG | PARTICIPATE

## **Payment of Allowances to Governors**

**Date: September 2016**

**Executive Headteacher: Sarah Watson**

**Headteacher at Court Fields School: Rachael Bennett**

Governors are entitled to claim travelling expenses for official journeys made on behalf of the Academy Trust. All travel expenses must be entered upon a claim form which is available from the Business Manager. Claims for mileage expenses for travelling by car must be accompanied by a pre-dated VAT receipt for petrol purchased. The claim form will be returned to the Business Manager for authorisation and a cheque will be produced.

Car journeys – will be recompensed at 42.5 pence per mile.

Rail/bus journeys – will be by the cheapest ticket available.

Travelling expenses will not be available for attendance at governors' meetings unless held off the school sites.

This policy will be revised on an annual basis at the first meeting in the Autumn Term. The review will take account of the Single Equalities Policy.