



ACTIVATE LEARNING EDUCATION TRUST

Governor’s Expenses Claim

1. Travel expenses may be claimed for attendance at meetings and college functions to which governors are invited. These will be paid at the rate of 40p per mile for travel by car or the full cost of public transport.
2. Reasonable subsistence expenses and travel expenses will be paid to governors who, with the prior agreement of the Chair, attend other meetings, conferences and events on behalf of the Trust.
3. Governors who are parents or guardians of young children may claim reasonable childcare costs in respect of attendance at evening (4pm onwards) meetings. Costs shall be agreed in advance with the Clerk.
4. Expenses claims shall be submitted to the Clerk at the convenience of governors **each term**.
5. Please provide supporting evidence relevant to the claim such as receipts, rail tickets, etc.

Name of Governor:	
Address:	

Date of Meeting / Function Attended	Brief Description (e.g. Governor Discipline Committee)	Miles Travelled (by car)	Other Costs	Amount Claimed
			Total Claimed	£

Bank Details

To receive this reimbursement directly into your bank or building society account, please complete the information below:

Sort Code:.....	Account No:.....
Account Name:.....	Reference:.....



Signature:

Date:

Authorised:

Date