



## **Governors' Travelling Expenses (Guidance)**

### **Introduction**

In accordance with Section 19 (3) of the Education Act 2002 – Governor Allowances (Wales) Regulations 2005, the Governors agree to adopt a scheme for payment of travelling expenses. The following principles will be followed:

### **Principles**

- All members of the Governing Body are entitled to claim reimbursement for travel expenses incurred within their role of School Governor.
- Payments will be made subject to a completed claim form, GB Travelling 1, being submitted. Payments will conform with the LEA Financial Regulations and be paid at the rate published annually by the Finance Department of the City & County of Swansea.
- It will be the responsibility of claimants to inform the Inland Revenue of any profit element within payments made.
- Payments will be made from the School's Delegated Budget and details of the amount spent will be included in the Financial Statement provided for parents within the School's Annual report.
- The scheme will be reviewed periodically.

