

- iii. The use of taxis is actively discouraged and reimbursement of such fares will only be considered in unavoidable circumstances and with the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.
- iv. Subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair, claims for expenses incurred in respect of overnight stays or meals purchased that would not have otherwise been bought, will not exceed the following rates:-

Bed & Breakfast -	£75.00	Breakfast	-	£ 5.00	
Lunch	-	£ 7.50	Evening Meal	-	£18.00

4. Carer's Expenses

- i. Subject to prior arrangement, use of Ghyllside's Out-of-School Club during its opening hours will be offered free of charge.
- ii. In exceptional circumstances, consideration will be given to meeting other, unavoidable care costs subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.

5. Other 'Out of Pocket' Expenses

Consideration will be given to meeting other legitimate costs, subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.

6. Payment of Expenses

Expenses will only be paid following receipt by the Senior Administrator of the school of an authorised claim within 3 months of the date on which the expense was incurred. (Claim form attached.)

GHYLLSIDE SCHOOL GOVERNORS

EXPENSES CLAIM FORM

NAME: _____

ADDRESS:

BANK SORT CODE: _____ ACCOUNT NUMBER: _____

ALL RECEIPTS MUST BE ATTACHED

Date	Details of Claim	Fare	No. of miles	Rate	Other	Total

	TOTAL CLAIMED					

SIGNED (GOVERNOR): _____ DATE: _____

AUTHORISED (CHAIR/VICE-CHAIR): _____ DATE: _____