



**Friern Barnet School
Governors' Expenses Claims Form**

Name:	Date:
Address:	
Post Code	Month of Claim:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed:

Expense Incurred	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Authorised by:	Signature:
Chair/Vice Chair of Governors	