



Governors' Claim Form

Full name:	
Home address:	
Postcode	

Claim start date		Claim end date	
Expense Type		Total (£)	
Childcare			
Care arrangements for dependent relatives			
Support for special need or English as a second language			
Travel of subsistence			
Telephone charges			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

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

This form should be submitted to finance@holly-lodge.org marked private & confidential for the attention of the Headteacher, along with any relevant receipts.

The form should be submitted within one week of the expenses being incurred.