



**Kent LINK Governors' Group Meeting
Thursday 22 January 2009**

PROPOSAL

Agenda Item 3.5 Finance – Governor / participant expense claim forms

Following discussion between the Finance Governor, Facilitator and Host it is proposed that the attached Governor and participant expense claim forms should be amended as follow:

Governor Expense Claim Form

Inclusions as per those highlighted in red on the attached proposed Governor Expense Claim Form.

Include Governors Allowance column which allows each Governor to claim £10 per month to cover expenditure incurred on such items as telephone calls, paper and printer cartridges. This allowance is optional and Governor can claim if they so wish. This claim will be on a monthly basis only and any month that the allowance is not claimed cannot be carried forward to the next month.

Participant Expense Claim Form

Inclusions as per those highlighted in red on the attached proposed Governor Expense Claim Form.