

## North Ealing Primary School Model Claim Form

<b>Name:</b>	<b>North Ealing Primary School</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£
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)	
<b>TOTAL EXPENSES CLAIMED</b>	

This form should be submitted to:

Sarah Gordon  
School Business Manager  
North Ealing Primary School  
Pitshanger Lane  
Ealing  
London  
W5 1RP