

## EXPENSES POLICY FOR GOVERNORS

### Introduction

The Corporation believes that reimbursing expenditure incurred by Governors in the performance of their duties is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of funds. This policy applies equally to Co-opted Members of the Corporation or its Committees.

Whilst remuneration or an attendance allowance may not be paid (Instrument 18), the Corporation recognises that Governors give their time voluntarily and are entitled to claim the actual cost of expenses they incur, subject to the requirements shown below.

The decision of whether or not to claim expenses is left to the discretion of individual Governors.

### 1. Attendance at meetings and other authorised activity

Travel, subsistence and other expenses (excluding any payment for attendance) incurred whilst engaged on official business on behalf of the Corporation will be reimbursed. This will include attendance at meetings of the Corporation and Committees and any authorised activity, such as training/briefing events, presentations/award ceremonies, faculty meetings and other ad hoc College meetings.

Claims should only be made where expenses are not paid or provided by other parties.

External training programmes, conferences or seminars must be approved in advance and the following costs will be paid:

- Tuition or conference fee (if any);
- Travel costs and subsistence expenses.

Requests to attend externally organised programmes should be agreed with the Clerk to the Corporation before any commitments are made. The Clerk to the Corporation will consult the Chair of the Corporation as appropriate.

### 2. Participating on College courses not associated with Governor

Enrolment on any College course other than fee economic courses will be free of charge to members, subject to availability. This will usually be confined to LSC funded courses. Travel and/or subsistence costs may not be claimed in these circumstances. The advice of the Clerk to the Corporation should be sought before a commitment is made to ensure that the proposed course is eligible for free admission.

### 3. Travel expenses

Public transport – reimbursement of actual cost of bus and rail fares.

Taxis – where it is necessary to use taxis, the actual fares will be reimbursed, subject to the provision of a receipt.

Car allowance – where a Governor's private car is used, reimbursement will be made on the basis of the Inland Revenue approved rate, currently 40p per mile. These rates are tax free but are a flat rate and not linked to engine size.

**4. Subsistence allowance**

Reasonable subsistence allowances will be reimbursed at actual cost. For overnight stays, reasonable accommodation and subsistence costs will be reimbursed on receipt of supporting documentation. The agreement of the Clerk to the Corporation should be sought in advance.

**5. Childcare and dependant relatives**

Expenses will be paid at a reasonable commercial rate where a Governor does not have a spouse, partner or other responsible adult available to care for dependant relative(s) during a period when the Governor is attending a meeting of the Corporation or one of its Committees, visiting the College in the role of Governor, undertaking Governor training or otherwise representing the College or Corporation.

Claims will be limited to reimbursing the actual cost paid on production of a receipt.

**6. Governors with a special need**

Every effort will be made to provide at the College free of charge the arrangements, facilities or equipment required to enable a Governor with a special need to participate fully and meaningfully in all the activities of the Corporation. If for any reason this cannot be done, the expenses incurred by the Governor in making these arrangements will be reimbursed (for example, the cost of the provision of a signer, audiotapes, braille documents or the travelling and subsistence expenses for a person providing support). The Governor is advised to consult with the Clerk to the Corporation before arranging assistance of this nature.

**7. Other expenses**

Other expenses may be reimbursed where the Governor is unable to use the facilities of the College (telephone calls, photocopying, stationery and postage). Governors must keep a written record (and obtain a receipt where possible). Claims will be limited to reimbursing the actual costs involved. Parking costs will be reimbursed (but not fines or penalties).

Hospitality or non-routine expenses are reimbursed only with the authority of the Chair of the Corporation. If in doubt, a Governor should seek guidance from the Clerk to the Corporation before incurring the expense.

**8. Claiming expenses**

Expenses should be submitted to the Clerk to the Corporation preferably on a termly basis. More frequent claims will be accepted if significant amounts are due.