

# Governor' Expenses Policy

## **POLICY STATEMENT:**

The College 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.

The College acknowledges that Governors may not be paid allowances which remunerate them for their services as members of the Governing Body.

## **PROCEDURES:**

All claims should be submitted to the Clerk to the Governing Body on the claim form shown at Appendix 1, attaching receipts where possible. The Clerk to the Governing Body will check the details of the claim, verifying that the expenditure has been incurred on Governing Body business, and pass the claim to the College's Finance team for payment by BACS.

Claims should be made within 2 months in which the expenditure was incurred. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Chair of the Audit Committee in respect of the Chair of Governors) if they appear excessive or inconsistent. The decision to claim expenses is left to the discretion of individual Governors. This policy will be reviewed at least every three years or when necessary.

## **Expenses Payable:**

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of East Kent College Group.

Governors will be able to claim for the following:

- Childcare - cost of a non-family member (excluding payments to a current/former spouse or partner) during the period when the parent/carer is absent on Governing Body business. The cost of support will be agreed between the Governor and the Clerk to the Governing Body prior to a claim being made;
- Dependent Relatives - cost of non-family care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) during the period when the carer is absent on Governing Body business. The cost of support will be agreed between the Governor and the Clerk to the Governing Body prior to a claim being made;
- Additional Needs - the extra costs a Governor incurs in performing their duties either because they have additional needs or because English is not their first language. Any special adjustments that are required and the associated costs are to be discussed with the Clerk to the Governing Body before they are incurred and a claim being made;
- Travel - the cost of travel relating only to travel to meetings/training courses will be reimbursed at a rate of 45 pence per mile. Where public transport is used the cost of standard class travel will be reimbursed and receipts must be provided when the claim form is submitted;
- Subsistence - Attendance at national meetings or training events must be booked through the Clerk to the Governing Body, who, wherever possible, will arrange for the College to be invoiced for any subsistence incurred. The cost of meals, snacks and soft drinks incurred whilst carrying out Governing Body duties may be claimed when supported by a receipt;
- Administration - telephone charges, printing, photocopying, stationery and postage will be reimbursed where evidence of costs incurred is provided. Any such activities should be directed through the Clerk to the Governing Body to minimise costs incurred by individual Governors.

**Appendix 1**

**GOVERNOR CLAIM FORM**

**DIVISION** Governance

Mr/Mrs/Miss/Ms/Dr (Delete as applicable)

**SURNAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_

*Please complete columns A and B if claiming subsistence*

Destination	Date		Purpose of Journey and Names of Official Passengers	Time Absent		Subsistence Expenses A	Fares / Parking		Car Mileage
	From	To		From A	To B		Amount of Fares/ Car Parking Paid B		
			<b>TOTAL</b>	//////	/// /				

**CAR MILEAGE : Make of Vehicle** \_\_\_\_\_ **Capacity cc** \_\_\_\_\_

Total Miles	Amount	Rate	Expenditure Code
this month	£	@ 45p per mile	Account Cost Centre
<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

If an employee uses a private car when a pool vehicle is available no payment will be made.

**OTHER EXPENSES** Amount Expenditure Code

Receipts/tickets <i>must be attached</i>	£	p	Account	Cost Centre
Fares (public transport)	<input type="text"/>	<input type="text"/>	4 1 3	<input type="text"/>
Car Parking	<input type="text"/>	<input type="text"/>	4 2 0	<input type="text"/>
Subsistence	<input type="text"/>	<input type="text"/>	4 2 1	<input type="text"/>
Overseas Travel	<input type="text"/>	<input type="text"/>	4 1 9	<input type="text"/>
Other (Please specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I confirm this claim is made in respect of authorised travel, subsistence and other expenses whilst on College business and confirm that my car remains insured, is roadworthy, fit for its purpose and continues to have a current Road Fund Licence (and MOT certificate, where required).

Claimant \_\_\_\_\_ Date \_\_\_\_\_

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Claim checked in accordance with Financial Controls and authorised for payment:

*Budget Centre Manager* \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY** CERTIFIED THAT MILEAGE AND OTHER EXPENSES AS ABOVE HAVE BEEN ENTERED ON PAYROLL.

Payroll Clerk \_\_\_\_\_ Date \_\_\_\_\_