

UNITED COLLEGES GROUP
GOVERNORS EXPENSES POLICY

Policy owner:	Director of Governance
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Approval / review body:	Corporation (Recommended by Governance, Search and Remuneration Committee)
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Date / status of this issue:	Approved

Introduction

1. This policy applies equally to all Governors (including co-opted members, student and staff governors) who are members of the Corporation and its committees. It details which expenses are payable for attendance at 'Approved Duties' where such expenditure is in excess of that normally incurred as a result of the individual's employment. However, it is always open to any individual to choose whether or not to claim, irrespective of the College's approved policy. The expenses which may be claimed, which must be supported by a valid receipt, are summarised below:

- Travel expenses;
- Childcare and baby-sitting expenses;
- Miscellaneous expenses etc.

Approved Duties

2. The following is a list of activities that the Corporation have deemed an "Approved Duty" for the purpose of claiming expenses under this policy.
- Properly convened full Corporation meetings
 - Properly convened committee meetings of the Corporation
 - Other duties designated by the Corporation, e.g. acting as a member of a panel approved by the Corporation for long/short listing/interviewing candidates for a staff appointment, attendance as a Link Governor etc.
 - Attendance at external meetings, conferences or training approved by the Corporation

Allowable Expenses

3. Governors may only claim expenses in respect of actual expenditure incurred whilst attending meetings of the Corporation and its Committees, undertaking Governor training/development and otherwise acting on behalf of the Corporation at approved events. Governors' expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the claim form.

Expenses not allowed

4. Governors cannot normally claim 'attendance allowances' i.e. payment for actually attending Governing Body meetings, or be reimbursed for loss of earnings. In certain circumstances, when approved by the Corporation, an application to the Charities Commission can be made for such payments. This would be subject to Corporation approval and permission granted from the Charities Commission and Department for Education.

Travel Expenses

5. Where the return journey by the shortest practicable route, is less than 10 miles, the mileage rate consistent with the type and capacity of the vehicle per mile can be claimed. For journeys in excess of 10 miles, the costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made, and a claim made for the lesser. All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Wherever possible Governors should coordinate travel arrangements to minimise costs to the Group. If Governors share transport, only the driver is eligible to claim for the journey.
6. Governors may claim:
 - the approved staff mileage rate in line with the type and capacity of the vehicle used
 - the actual cost of standard rate public transport including bus and train fares (cheap rate fares should be used where they are available)
 - the actual cost of car parking with receipt
 - taxi fares (in exceptional circumstances i.e. no other transport options available and travel is essential).
7. Governors claiming mileage must hold a current full driving licence. All vehicles used on college business must be taxed, have a valid MOT certificate (if older than 3 years) and current insurance policy. The insurance policy must include cover for business use and indemnify the Group against all third party claims (including those concerning passengers) when the vehicle is used on official business. If the insurance covers 'social, domestic and pleasure only' the whole policy will be invalid if the vehicle is used for College business. The Director of Governance may request to see the original documents referred to above, prior to any claim being paid. In line with current health and safety requirements reviews of driving licence checks may be required.
8. Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable to use public transport then Governors will be expected to do so. Under no circumstances will the College reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

Childcare Allowances

9. Governors may claim an allowance for childcare costs incurred on approved duties from an Ofsted registered childcare provider. The allowance will be the actual expenses incurred which will need to be receipted.

Miscellaneous Allowances

10. As far as practicable the Director of Governance will provide administrative support to Governors including copies of papers to governors who choose not to access papers electronically. However, governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties:

- Photocopying or printing; PC ink cartridges;
- Stationery including paper;
- Postage.

Payment of Expenses

11. Expense claims will only be paid if submitted on the approved form which is available on request from the Director of Governance. As a minimum Governors should claim termly in arrears or soon after the expense was incurred. Claim forms must be submitted to the Director of Governance to review and approve. Expense claims made by members will be authorised by the Director of Governance as the budget holder.

12. The Chair of the Corporation, CEO and Director of Governance have the right to ask for additional evidence to support any expense claims made under this Policy. The Director of Governance will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Governors' expenses are subject internal and external auditing arrangements and this Policy must be complied with in all cases.

13. All claims must be supported by a valid receipt, e.g. bus ticket, till receipt, child care receipt etc. All receipts which contain VAT must be retained by the College in accordance with current VAT legislation (i.e. VAT receipts for fuel used on work journeys must be held for six years plus the current year) and be available for inspection by Audit or HM Revenue and Customs. Claims outstanding for more than six months will not be accepted.

14. Payments will be made by BACs into the Governors bank account.

Publication of Expenses

15. In the interests of openness and transparency the College will disclose information on Governors' expenses on request. Governors' expenses are also reported in UCG's Financial Statements.

Policy Review

16. This policy will be reviewed bi-annually and following any changes in relevant legislation.