



MORLEY COLLEGE LONDON

Governors' Travel and Subsistence Policy

POLICY OWNER: Clerk to the Governing Body and Company Secretary

**Policy Category: Corporate
Effective Date: 16 October 2017
Review Date: 31 October 2021**

Equality Analysis Screening

Equality analysis is a way of considering the effects on different groups protected from discrimination by the equality act. Consider if there are any risks within this policy that will adversely affect a particular group or a variety of groups. Are there any changes that need to be made to the policy its self or additional actions that need to be made to mitigate the risks? The protected characteristics are:

- Race
- Gender
- Disability
- Age
- Sexual Orientation
- Gender reassignment
- Religion and Belief
- Maternity and Pregnancy
- Marriage and Civil Partnership

Risks identified:

Implementation of the Policy will not adversely affect different 'protected' groups

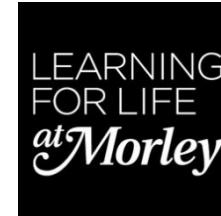
Evidence used (data, consultation):

College Finance Directors' surveys of travel and subsistence payment rates
Consultation with governors

Does this policy need a further action before it can be approved?
(changes made to policy or further equality analysis needed)

**Has this policy been identified as requiring an Equality Analysis Screening? No
(agreed with the Head of Human Resources)**

MORLEY COLLEGE LONDON



GOVERNORS' EXPENSES POLICY

Introduction

The Governing Body of Morley College wishes to ensure that no governor is out of pocket as a result of having incurred expenditure necessary to carry out his or her duties as a governor.

Governors are not employed by the College and (unless they are staff or student governors) HMRC does not regard the College as their workplace. The college is therefore able to reimburse governors for expenses that they incur in travelling between their homes and the College, or between their homes and other locations where they may be required to undertake their duties as governors, without the governors concerned becoming liable for tax or national insurance contributions.

Staff and student governors have the College as their workplace, and may only claim travel expenses incurred in the performance of their duties as governors on the same basis as if they were making the claims as members of staff (as set out in the College's Financial Regulations). On days when they would not normally be at the College, staff and student governors may claim travel expenses on the same basis as other governors.

In addition, any governor may claim for costs necessarily incurred in providing care for a child or other dependant relative to enable the governor to perform his or her duties. The hourly rate should be agreed with the Clerk in advance.

Authorisation of expenses

All governors' expenses claims must be authorised by the Clerk as budget-holder.

Claim procedure

A governor seeking reimbursement of expenses must submit a claim on the official College claim form within three months of the expense being incurred. A sample form is appended. If you submit a claim that is more than three months old it will not be paid. You must provide a detailed description of the duty in the course of which the expense was incurred and must ensure that:

- your claim relates to expenditure wholly and necessarily incurred on the College's business;

- the relevant original dated itemised receipts are attached¹. Credit card receipts are not sufficient. If receipts are not attached, payment will not be made for these items;
- where the cost of the expense includes VAT, a valid VAT invoice/receipt is provided, bearing the supplier's VAT number. This is to enable the College to reclaim the VAT;
- you complete the form correctly and sign the declaration; and
- the completed form is passed to the Clerk for authorisation.

Entertaining

All costs of entertaining business contacts should be authorised in advance by the Chair, who should advise the Clerk as budget-holder that authorisation has been given. Necessary business entertaining costs will be reimbursed on production of itemised VAT receipts.

The following information must be shown on the standard expenses form:

- The name(s) of all persons attending
- The organisation that each of those attending represents; and
- The purpose of the entertainment.

Subsistence

You may claim the following if you are required to be away from home on College business:

- If you are required to stay away or to leave home before 7.00 am you may claim the cost of breakfast up to a maximum of £5.00.
- If you are required to stay away or to return home later than 7.00 pm you may claim the cost of an evening meal up to a maximum of £15.00 (other than when you are attending an evening meeting or event at which catering has been provided)..

These maxima do not apply if you are required to attend a conference or course and the cost of meals is included in the conference or course cost.

Each claim must be supported by a valid dated VAT receipt attached to the claim form.

The cost of alcoholic drinks will not be reimbursed.

Overnight Accommodation

Where you are staying away from home on College business you may claim for the reasonable cost of accommodation up to a maximum of £125 per night. Each such claim must be supported by a valid dated VAT receipt.

¹ Receipts need not be provided for TfL bus and underground fares where the claim is for reimbursement of the standard Oyster fare for the relevant zone or zones.

These maxima do not apply if you are required to stay in a hotel as part of a conference or course.

Each claim must be supported by a valid dated VAT receipt attached to the claim form.

If you arrange to stay with a friend or relative instead of staying in a hotel, you will be entitled to claim a payment of £20. This amount is not claimable if accommodation is included in the cost of the conference or course that you are attending.

Personal Incidental Expenses

Where you stay overnight in hotel accommodation you may also claim the cost of incidental expenses up to £5 per night for an overnight stay anywhere within the UK, and £10 per night for an overnight stay outside the UK, without the need to provide any evidence.

Where personal incidental expenses are included in the hotel bill, you should deduct such costs from the bill before submitting your claim for reimbursement. Where the cost of personal incidental expenses exceeds the limit set out above, you must bear the cost of any excess yourself.

Where the College is paying for the hotel costs directly, any personal incidental costs should be paid to the hotel separately by the governor concerned.

Rail and air travel

Governors are expected always to travel by the most cost effective means bearing in mind the nature and purpose of the business journey.

All rail travel should to be undertaken in Standard Class. Governors should book their journeys as far in advance as possible, taking advantage of any concessions or discounts available. All claims should be supported by dated receipts attached to claim forms.

Air travel is only to be used when it can be demonstrated that it offers the best value for money. All claims should be supported by dated receipts attached to claim forms.

Mileage allowances for business use of your own vehicle

Governors are expected to use public transport for their journeys within and into London. Where public transport is not a realistic option (for example, because of a disability, for a journey late at night or, for governors living outside London, for journeys between the governor's home and the railway station) you may claim a mileage allowance for the use of your own vehicle for each journey undertaken on College business. Mileage is calculated on the basis of the distance from your home to the College or other destination.

Transport must be shared whenever sharing is reasonably practicable. Where two or more governors or members of staff are travelling to the same destination, the Clerk will endeavour to arrange transport so that costs are kept to a minimum

If you are using your own vehicle, it is your responsibility to ensure that you have a valid driving licence, that the vehicle has a valid MoT certificate if appropriate, is in a roadworthy condition and is insured for use on College business.

If you do use your own vehicle, we will reimburse your business mileage at a rate of 40p per mile (for up to 10,000 miles in any tax year). All claims must specify the date of each journey, the starting point and destination including postcode, the reason for the journey and the mileage.

Taxis

Taxis may only be used by governors for business journeys when there is no realistic public transport alternative. Receipts should be included for all claims.

Parking costs and road tolls

Business parking and road toll costs (including congestion charge) incurred in the course of travelling on College business may be claimed. All claims should be supported by dated receipts (VAT receipts if appropriate) attached to claim forms.

Fines

We will not reimburse or meet the cost of any parking or motoring fines or excess charges that you may incur. Any correspondence received in relation to such fines or charges will be passed to you to deal with personally.

GOVERNORS' EXPENSES CLAIM FORM



BLOCK CAPITALS PLEASE

Surname

First Name

Address

Post Code

Post

Department

Total Mileage

Pence per Mile

Mileage Cost

Other Travel costs *(Vouchers Required)*

Subsistence Amount *(Vouchers Required)*

Other Expenses *(Vouchers Required)*

Total Amount Claimed £

Vehicle Reg.

Vehicle C.C.

(only required if mileage claim included)

CERTIFICATE OF CLAIMANT.

- a) I was actually and necessarily absent from home for the purposes detailed overleaf.
- b) Any expenses claimed were actually incurred.
- c) Where vehicle mileage is claimed, I confirm that my vehicle insurance cover includes use for College business purposes.

Signed

Date

CERTIFICATE OF BUDGET HOLDER

I certify that this claim is accurate and is in accordance with the Governors' Travel and Subsistence Policy.

Signed

Budget Code

Date

The section below is for FINANCE OFFICE use only.

Account Code

VAT Amount

Month

Travel Amount

Department Code

Subsistence Amount

Other Expenses

Posted

Total Approved

Date	From	To	Purpose of journey	Mileage	Other Travel		Subsistence		Other Expenses (eg parking)	
					Description	Cost	Description	Cost	Description	Cost
				0		0.00		0.00		0.00