



## **MORLEY COLLEGE LONDON**

### **Governors' Travel and Subsistence Policy**

<b>POLICY OWNER:</b>	Director of Governance
<b>FINAL APPROVAL BY:</b>	Governing Body
<b>Policy Category:</b>	Corporate
<b>Approved by Policy Committee:</b>	14 July 2021
<b>Approved by Governing Body:</b>	01 November 2021
<b>Review Date:</b>	31 December 2025

## **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 their 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 their duties. The hourly rate should be agreed with the Clerk in advance.

## **Authorisation of expenses**

All governors' expense 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 a governor submits a claim that is more than three months old it will not be paid. Each claim must include a detailed description of the duty in the course of which the expense was incurred and the claimant must ensure that:

- the claim relates to expenditure wholly and necessarily incurred on the College's business;
- the relevant original dated itemised receipts are attached<sup>1</sup>. 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;
- the form is correctly completed and the declaration signed; and
- the completed form is passed to the Clerk for authorisation.

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

## **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**

Governors may claim the following if required to be away from home on College business:

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

These maxima do not apply if the Governor is 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**

A Governor staying away from home on College business may claim for the reasonable cost of accommodation up to a maximum of £125 per night (including breakfast). Each such claim must be supported by a valid dated VAT receipt.

These maxima do not apply if the Governor is 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 the Governor arranges to stay with a friend or relative instead of staying in a hotel, they 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 the Governor is attending.

## **Personal Incidental Expenses**

When a Governor stays overnight in hotel accommodation they 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 a hotel bill, the cost should be deducted from the bill before the claim for reimbursement is submitted. Where the cost of personal incidental expenses exceeds the limit set out above, the Governor must bear personally the cost of any excess.

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) a Governor may claim a mileage allowance for the use of their own vehicle for each journey undertaken on College business. Mileage is calculated on the basis of the distance from the Governor's 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 area Governor using their own vehicle is responsible for ensuring that they have a valid driving licence and that the vehicle has a valid MoT certificate if appropriate, is in a roadworthy condition and is insured for use on College business.

If a Governor uses their own vehicle, the College will reimburse business mileage at a rate of 45p 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**

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

# GOVERNORS' EXPENSES CLAIM FORM



<b>BLOCK CAPITALS PLEASE</b>				<b>CERTIFICATE OF CLAIMANT.</b>			
				a) I was actually and necessarily absent from home for the purposes detailed overleaf.			
Surname				b) Any expenses claimed were actually incurred.			
First Name				c) Where vehicle mileage is claimed, I confirm that my vehicle insurance cover includes use for College business purposes.			
Address							
				<b>Signed</b>			
Post Code				<b>Date</b>			
Post Governor				<b>CERTIFICATE OF BUDGET HOLDER</b>			
Department Governing Body				I certify that this claim is accurate and is in accordance with the Governors' Travel and Subsistence Policy.			
Total Mileage 0.00				<b>Signed</b>			
Pence per Mile 0.45							
Mileage Cost 0.00				<b>Date</b>			
Other Travel costs <i>(Vouchers Required)</i> 0.00				<b>The section below is for FINANCE OFFICE use only.</b>			
Subsistence Amount <i>(Vouchers Required)</i> 0.00							
Other Expenses <i>(Vouchers Required)</i> 0.00				Account Code		VAT Amount	
Total Amount Claimed £ 0.00				Month		Travel Amount	
				Department Code		Subsistence Amount	
<b>Vehicle Reg.</b>						Other Expenses	
<b>Vehicle C.C.</b>				<b>Posted</b>		<b>Total Approved</b>	
(only required if mileage claim included)							

