


Hull College Group Policy	Procedure Status: Approved	 Hull College Group
Title: Policy on Governor Expenses	Ref: G1.18	Page 1 of 2
Key Policy to determine the Governor expenses to support their work as College Governors		Next review date: August 2019

## 1. Policy Introduction

Governors are encouraged to seek reimbursement for all reasonable expenses incurred in the performance of their role. This policy deals with claims for reimbursement of expenses, including travel, accommodation and childcare to support and guide Governors through the appropriate process.

## 2. Responsibility and implementation

The Clerk to the Corporation has overall responsibility for the effective operation of this policy.


## 3. Policy Details

### 3.1 Reimbursement of Expenses

- 3.1.1 You should submit the appropriate claim form (preferably on a monthly basis) to Lottie Thompson, Clerk to the Corporation. Your claim form should be supported by any relevant documents (for example, VAT receipts, tickets and credit or debit card slips). Forms sent through the post can be addressed to Clerk to the Corporation, Hull College, Queen's Gardens, Hull HU1 3DG. Electronic or hard copies of the claim form together with bar-coded Freepost envelopes are available from Michele Neve (01482 598986) or Michele.Neve@hull-college.ac.uk
- 3.1.2 Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society account through the College Finance Department. Details of your bank or building society account will be requested at the commencement of your role as Governor.
- 3.1.3 The key contact in the College's Finance Department is Jayne Allison (Account Payable Team Leader) who can be contacted directly on 01482 598972 or Jayne.Allison@hull-college.ac.uk
- 3.1.4 Should you have any questions or require any guidance about the reimbursement of expenses, these should be directed to the Clerk.

### 3.2 Travel Expenses

- 3.2.1 The College will reimburse the reasonable cost of necessary travel in connection with your role as Governor. The most economic means of travel should be chosen if practicable.
- 3.2.2 Where a Governor is attending an external course or event, the Clerk or PA Governance will be happy to make any necessary travel arrangements on behalf of Governors.
- 3.2.3 As a guide for Governors:
- 3.2.3.1 **Trains.** The College will reimburse the cost of standard class travel on submission of a receipt with an expenses claim form.
- 3.2.3.2 **Taxis.** Where possible Governors should seek to use public transport however the College appreciates that this may not always be possible.

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In such circumstances the College will reimburse you the cost of a taxi journey. A receipt should be obtained for submission with an expenses claim form.

3.2.3.3 **Car.** You can claim the applicable mileage for travel in performing your role as Governor. Details of the current mileage rates can be obtained from the Clerk. You can also claim for any necessary parking costs which must be supported by a receipt or the displayed ticket.

3.2.4 The College will not reimburse penalty fares or fines for parking or driving offences, other than at our discretion in exceptional circumstances.

### 3.3 Accommodation and Other Overnight Expenses

3.3.1 If you are required to stay away overnight in the course of your duties, you should discuss accommodation arrangements in advance with the Clerk who will be happy to make the necessary arrangements for you.

3.3.2 We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts as follows:

- (a) Breakfast up to a maximum of £4.50 a day;
- (b) Lunch and an evening meal up to £6.00 a day for lunch, £9.00 a day for an evening meal or, where both are incurred on the same day, an overall maximum of £15.00.

## 4. Related documentation (policies, procedures or guidance)

Corporation Standing Orders

## 5. Policy checklist

Senior Manager responsible	Lottie Thompson, Executive Director Governance & Compliance
College Committee	Corporation
Date of next policy review	August 2019
Date Equality Analysis approved:	November 2015

Date of this policy: February 2018