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- Staff Car Park →
- ← Disabled Car Park
- ← Motorcycle Park
- ← Bicycle Park
- ← Laboratory Delivery
- ← North Site

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Governors' Expenses Policy and Procedure

GOVERNORS' EXPENSES - POLICY AND PROCEDURE

INTRODUCTION

Governors give their time voluntarily to support the College by attending meeting of both the full Governing Body and committee meeting. In addition they also support various College functions, undertake internal and external training and, where appropriate, also attend meetings external to the College.

POLICY

Governors' can claim reasonable expenses incurred in respect of governors' attendance at meetings and training sessions (either at the College or externally). Other reasonable expenses will be considered.

The rates given below have been set for College staff and are subject to review from time to time. Governors have agreed that rates for reimbursement for members of the Governing Body should be in line with the criteria set for College staff.

PROCEDURES

When expenditure is incurred by a Governor on College business the following procedure should be adopted:

1. A yellow claim form should be obtained from the Clerk of the Corporation.
2. The completed claim form and all relevant receipts should then be returned to the College via the Clerk.

GUIDELINES

1. The College will reimburse the cost of public transport or, if travelling by car, mileage at a pre-determined rate. The College can also supply a rail warrant if it is requested in advance.

- **Fares**

Second class return travelling expenses will be allowed and where public transport is not available at the destination cost of the hire of a taxi will be reimbursed.

- **Mileage**

Mileage will be paid at the standard college rate (normally the Inland Revenue rate). Where the mileage claim exceeds the public transport cost for the same journey only public transport costs will normally be paid. Exceptions may be made where the venue is not easily accessible by public transport or it would considerably increase the journey time. In such instances a mileage claim would then be paid. An additional 2p per mile will be paid when a colleague travels to the same venue in the car

2. Hire of a car is not normal practice but may be possible in exceptional circumstances providing that prior authorisation is obtained from the College.

3. Payment will be made for out of pocket expenses in line with rates determined for College staff.

- **Subsistence**

This will be paid at the standard college rate for breakfast, lunch, tea and evening meals.

4. Where an overnight stay is required, reasonable claims will be reimbursed taking into consideration the area where the accommodation is booked

- **Hotel**

Reasonable claims for accommodation and subsistence will be reimbursed taking into consideration the area in which the hotel is situated. Normally an average cost according to area/season is regarded as reasonable. The College would only normally pay up to a maximum amount of £15 per night when a receipt is not provided.