

**The Corporation
of
The Sixth Form College, Colchester**



**Payment of Expenses
Policy & Procedure**

PAYMENT OF EXPENSES - POLICY AND PROCEDURE

INTRODUCTION

The law entitles charity trustees to claim legitimate expenses while engaged on trustee business. No separate authority is needed in the charity's governing document or from the commission'.

[\[Charity Commission for England & Wales - Trustees Expenses and Payments \(CC11\)\]](#)

Members of the Corporation (governors) and co-opted committee members give their time voluntarily and unpaid to support the College and its stakeholders.

Governors and co-opted members are entitled to reimbursement for expenses incurred while undertaking Corporation business including attendance at meetings, conferences and training events and other reasonable out of pocket expenses.

The Corporation sets an annual budget for expenses. Expenses payments are disclosed annually in the Corporation's financial statements.

POLICY

This policy including the rates outlined below, has been set in accordance with [Charity Commission guidance](#) on the payment of trustee expenses. The Corporation has agreed that where ever possible the rates for reimbursement will be in line with those set for College staff.

1. Travel

The Corporation will reimburse the cost of public transport or, if travelling by car, mileage at a pre-determined rate.¹

1.1 Fares

Standard 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. Rail warrants can be obtained if requested in advance.

1.2 Mileage

Mileage will be paid at the at the published Inland Revenue rates currently 45p per mile for cars and vans, 24p per mile for motorcycles and 20p per mile for bicycles.

Where a 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.

1.3 Car Hire

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

¹ Up to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable

2. Out of Pocket Expenses

Payment will be made for out of pocket expenses as follows:

2.1 Subsistence

This will be paid for breakfast, lunch, tea and evening meals. The following maxima will apply:

Breakfast £5.00 Lunch £5.00 Dinner £15.00

2.2 Accommodation

Where an overnight stay is required, reasonable claims will be reimbursed, taking into consideration, the area where the accommodation is booked. Normally an average cost according to area/season will be regarded as reasonable.

The Corporation would only normally pay up to a maximum amount of £15 per night when a receipt is not provided.

2.3 Miscellaneous Expenses

Governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties: communication support, care of dependants (whilst attending trustee meetings), photocopying, printing; printer ink cartridges, stationery including paper and telephone call cost incurred whilst undertaking Corporation business.

All claims submitted for payment should normally be supported by valid receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.

Reimbursement for any other expenditure should be raised through the Clerk and payment will be at the discretion of the Corporation Chair or Chair of the Audit Committee as applicable.³

3. Expenses Not Allowed

3.1 Governors cannot claim 'attendance allowances' i.e. payment for actually attending meetings; Conferences, training, etc.

3.2 Governors may not be reimbursed for loss of earnings.

PROCEDURES

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

1.1 A green claim form should be obtained from the Clerk of the Corporation.

1.2 The completed claim form and all relevant receipts should be returned to the Clerk to the Corporation for action as appropriate.

² In the event that a request is made by the Chair of the Corporation, the Chair of the Audit Committee will consider the request

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POLICY REVIEW

This policy will be reviewed every 5 years in accordance with the Corporation's policy and procedures schedule. Rates contained within the policy will be subject to an annual review.

Version	Reviewed	Date	Minute	Review Due
1	Chairs & Search	May 2012	No.38.7(b)	2015
2	Finance & Premises	June 2015	No.40	2020
3	Search & Governance*	April 2020	Resolution	

* Formerly Chairs and Search Committee