

TRAFFORD COLLEGE**Governors' Expenses Policy 2014-16****Introduction**

The Board of the Corporation at Trafford College believe that reimbursing expenditure incurred by governors and co-opted non members in the performance of their duties is important in ensuring equality of opportunity for all members of the Community, and so is an appropriate use of funds.

Whilst remuneration may not be paid as determined under Charity Commission law, the Board recognises that governors give their time voluntarily and are entitled to claim the actual costs they incur subject to the requirements shown below.

1 Attendance at meetings and other authorised activity

Travel, subsistence and other expenses incurred whilst engaged on official business on behalf of the Corporation will be reimbursed. This will include attendance at meetings of the Corporation and Committees, and any relevant activity such as training/briefing events, presentations/award ceremonies, and other ad hoc college meetings. The rates to be claimed are in line with the College expense policy for staff.

External training programmes, conferences, or seminars must be approved in advance and the following costs will be paid:

- Tuition or conference fee (if any)
- Travel costs and subsistence expenses

Requests to attend externally organised programmes will be managed by the Clerk to the Corporation.

2 Participating on college courses not associated with governor role

Enrolment on any college SFA funded course will be free of charge to members. However members will be required to pay the cost of exam and registration fees. Travel and/or subsistence costs may not be claimed in these circumstances. The advice of the Principal or his/her nominee should be sought before a commitment is made to ensure the proposed course is eligible for fee remission. Members will be required to pay the appropriate tuition fee for any full cost courses.

3 Travel Expenses

Public Transport – reimbursement of actual costs of bus and rail fares.

Taxis – where it is necessary to use taxis, the actual fares will be reimbursed, subject to some evidence of the fare paid.

Car Allowance – where a governor's private car is used, reimbursement will be made on the basis of the HM Revenue & Customs approved rate of 45p per mile. These rates will not be subject to tax or national insurance deductions.

4 Subsistence Allowance

Reasonable subsistence allowances will be reimbursed at actual cost. For overnight stays, reasonable accommodation and subsistence costs will be reimbursed, on receipt of supporting documentation.

5 Childcare and Dependant Relatives

Expenses will be paid at a reasonable commercial rate where a governor does not have a spouse, partner or other responsible adult available to care for dependant relatives, during a period when a governor is attending a meeting of the Governing Body or one of its committees, visiting the College in the role of governor, undertaking governor training or otherwise representing the College or Governing Body.

Claims with supporting proof of expenditure will be limited to reimbursing the actual cost paid.

6 Governors with a Special Need

Every effort will be made to provide at the College, free of charge, the arrangements, facilities or equipment required to enable a governor with a special need to participate fully and meaningfully in all the activities of the Governing Body. If for any reason this cannot be done, then the expenses incurred by a governor in making these arrangements will be reimbursed. (For example, the cost of the provision of a signer, audiotapes, brail documents or the travelling and subsistence expenses for a person providing support).

7 Other Expenses

Other expenses may be reimbursed where a governor is unable to use the facilities of the College (telephone calls, photocopying, stationery and postage). Governors must keep a written record (and obtain a receipt, where possible). Claims will be limited to reimbursing the actual costs involved. Parking costs will be reimbursed (but not fines or penalties).

8 Claiming Expenses

Expenses should be claimed on the form provided, preferably on a termly basis. More frequent claims will be accepted if significant amounts are due.

Ordinarily, all expenses should be supported by proof of purchase when submitting the claim form.

Signed claim forms and any supporting documents should be submitted to the Clerk to the Corporation. The decision of whether or not to claim expenses is left to the discretion of individual governors.