



Governor Expenses Policy

Policy Author: Chief Governance Officer

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Approved By: SLT Policy Committee

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OUR VISION

**To be an
exceptional college**

OUR MISSION

**Empowering futures,
transforming lives**

OUR CULTURE AND VALUES

Barking & Dagenham College is a unique, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We treat each student as an individual because we know that everyone is different. Every individual has their own unique talents, circumstances, challenges and aspirations. Every student brings something special and it is this diversity and richness of ideas that makes College life interesting, fun and vibrant. Our culture is such that all students, staff and visitors should feel welcome, safe and valued. Guided by our principles of honesty, integrity and transparency, we treat each other respectfully and seek to establish trust. By building resilience and confidence, we encourage students and staff to rise above challenges with determination and a positive mindset.

Whilst we are rightly proud of our unique internal culture, Barking & Dagenham College is an outward facing organisation that recognises the critical importance of working through networks and collaboration to lead change and influence local agendas. By partnering with industry-leading employers and embracing innovation, digital technologies and new ways of thinking, we strive to push the boundaries of learning and ensure that our students are ahead of the curve. Our many stakeholder partnerships mean that we have established our place at the heart of our community and as a key partner in the regeneration of the London Borough of Barking and Dagenham.

At Barking & Dagenham College, we are dedicated to inspiring students and staff to embrace challenges and pursue their dreams with confidence. Most of all, we are ambitious and we expect excellence - from ourselves and from our students.

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1 Introduction / Context

The College Financial Regulations states that travel and subsistence (expenses) incurred by governors may be claimed/reimbursed.

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 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.

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 member of staff (as per the College 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.

Expenses incurred in attending meetings on behalf of Barking & Dagenham College and/or events for governors will be paid in line with the policy set out below.

2 Authorisation of Expenses

All Governors' expense claims must be authorised by the Clerk as budget-holder in the first instance and agreed by the Chief Finance & Enterprise Officer where appropriate.

3 Claim Procedure

All claims for expenses must be submitted on the College claim form (example appended) to the Clerk within one month of the expense being incurred. Any claims older than three months will not be paid. A description of the duty in the course of which the expense was incurred must be provided and Governors must ensure that:

- All claims relate to expenditure wholly and necessarily incurred on College business;
- Original receipts are provided – credit card receipts are not sufficient. For Oyster card journeys a statement from either an online account or from a touch station (shop or station) will be required. For journeys using a contactless credit/debit card a statement highlighting the cost of the journey will be required (for GDPR purposes please eradicate bank details).
- Forms are signed.

4 Travel

Governors are expected to use the most cost-effective method of transport available.

- A. Public Transport:** Standard fares including seat reservations will be reimbursed. If a Governor is able to use his/her own private season ticket for an office journey, only any extra expenses may be claimed.
- B. Taxi:** Public transport should be used whenever practicable. In exceptional circumstances (when there is no realistic public transport alternative) taxis may be used and a full refund of fares may be claimed on submission of a signed receipt.
- C. Car Mileage:** Mileage rates will be paid as determined by Barking & Dagenham College. Maximum individual limits may apply and any claims in excess of the maximum individual limit will be reviewed by the Clerk and the Principal on a case by case basis. The current mileage rates are as follows:

Motorcycles	Cars 1001 – 1500 cc	Cars 1501 – 2000 cc	Cars over 2000 cc
£ per mile	£ per mile	£ per mile	£ per mile
0.45	0.45	0.45	0.45
Up to and including 10,000 miles per annum			

Business parking and road toll costs incurred in the course of travelling on College business may be claimed. All claims should be supported by dated receipts.

By accepting the reimbursement, governors indemnify the college against claims by third parties. Governors are also advised to contact their insurers to ensure that they are covered for this.

Where a member on the same day attends his/her place of business and is also engaged on governors' duties, only that mileage which is additional to his/her home to business mileage will be paid for.

5 Subsistence

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

- If you are required to stay away or to leave home before 6.30am you may claim breakfast up to a maximum of £6.00.
- If you will have worked more than 12 hours within your day you may claim lunch up to a maximum of £6.00.
- If you are required to stay overnight you may claim the cost of an evening meal up to a maximum of £20.00 (other than when dinner is included within the cost of a hotel package)

These maxima do not apply if you are required to attend a conference or course and the cost of the meals is included in the conference or course.

Each claim must be supported by a valid receipt.

The cost of alcoholic drinks will not be reimbursed.

6 Accommodation

Normally, accommodation costs will be paid only in circumstances where the college has made a specific request that governors attend an event that requires them to stay overnight, for example, Senior Leadership Team (SLT) residential. All accommodation will be booked through the College's HR Department once agreement has been obtained in advance from the Clerk.

7 Training

Governors are encouraged also to attend relevant external training and/or development events. Such events must be booked by, or agreed in advance with the Clerk who will consider the associated costs in the context of the college training budget and in the context of any maximum individual limit determined by Barking & Dagenham College.