

POLICY ON GOVERNORS REIMBURSEMENT OF EXPENSES
(Approved by the Corporation 15 July 2004)

General Principles

- 1 Governors' are entitled to receive reimbursement for expenses incurred while undertaking Corporation business.
- 2 Expense rates paid to Governors will be the same rates that apply to College staff.
- 3 Expense claims can be made to cover the costs incurred for travelling to meetings, conferences, training events, and to cover child care costs incurred whilst on Corporation business.
- 4 Governors are expected to claim for the cheapest method of travel.
- 5 Governors are requested to use the College's Helpline staff for the purchase of rail tickets, overnight accommodation, and the booking of any conference/training event.
- 6 Receipts need to be made available for all claims except for mileage claims.
- 7 College expense claim forms are to be used by Governors when claiming expenses.
- 8 Completed expense forms to be sent to the Clerk who will keep a record of all claims received.
- 9 The College will confirm an annual budget for Governor's expense claims to allow for monitoring and disclosure in the College's financial statements.