



## **F. E. Corporation of Gateway Sixth Form College**

### **GOVERNORS' EXPENSES POLICY**

It is the policy of the Corporation that no-one should be deterred by reason of concerns about meeting the costs of reasonable expenses from serving, or from offering to serve, as a College governor.

#### Travel, training and subsistence

The College will therefore reimburse expenses wholly, exclusively and necessarily incurred in undertaking the role of College governor as follows:

- a) Travel to and from the College for the purpose of attending governors' meetings, including governor training events
- b) Expenses incurred in respect of approved attendance at meetings not on College premises, for example for the purposes of briefing, training or representation of the College; such expenses to cover travel, subsistence and enrolment or other fees, as appropriate. Approval must be obtained, preferably by email, from the Chair or Vice Chair before attending an event where a cost will be incurred.

Travel should be undertaken by public transport where this is reasonably practical. Where rail travel is undertaken the cost of the standard class rail fare for the journey may be claimed. Receipts for fares should be obtained and must be included with claim forms. Where travel has to be by private car, mileage (based upon the shortest practical route) will be reimbursed at the current rate applying to College staff (currently 45p per mile). Governors must ensure they have adequate vehicle insurance to cover journeys undertaken on College business. Receipts must also be provided for other travel, subsistence, enrolment fees etc where not booked directly by the College.

#### Other expenses

Any governor who believes that (s)he has a reasonable claim to be paid a wholly, exclusively and necessarily incurred expense of any other kind should refer the matter in the first instance to the Clerk, who will advise and where appropriate will consult with the Chair of Governors (or in the absence of the Chair, with the Vice-Chair of

Governors). The Chair and the Vice-Chair of Governors have authority to authorise other reasonable expenses provided that they had been wholly, exclusively and necessarily incurred in undertaking approved duties as a governor and are readily quantifiable. Any such approved exceptions are then however to be reported to the Remuneration Committee in order to prompt consideration whether this policy requires amendment.

#### Approval and Payment

Completed expense claims should be submitted via the Clerk for approval within 28 days of being incurred. Claims will be approved by two individuals as follows:

One from: Chair or Vice Chair

One from: Principal or Finance Director

Approved payments will usually be made by bank transfer (BACS) into a bank account nominated by the claimant.

#### Conclusion

The reimbursement of reasonable expenses is a matter of right and not of financial need. The decision to claim will be a private one for the individual and will be respected as such by the College. The Clerk will provide claim forms with the packs of papers for meetings at the College. If claim forms are required in respect of other events they should be obtained from the PA to the Principalship (tel. 0116 274 4501 or email [fsinger@gateway.ac.uk](mailto:fsinger@gateway.ac.uk) ).