

**Governor Expenses Policy- Appendix one**

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## **Governor Travel & Expenses Policy**

**Version 2024**

**11 September 2024**

### Version Control Table

Date	Version	Summary of changes	Changes made by
11/09/2024	1.0	Inception of Policy in new format	Phil Curtis/Sarah Herberts

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## 1 INTRODUCTION

Financial regulations apply to all financial transactions of the RNN Group (hereinafter referred to as the 'Group'). Detailed below are the procedures for the payment or reimbursement of Governors' expenses incurred wholly, exclusively and necessarily for business purposes.

Expenses shall be reimbursed based on evidence of expenditure, provided that the nature and level of costs incurred are appropriate to the post holder's duties and such expenses shall not be capable of being considered lavish or excessive. What is considered to be lavish or excessive shall be determined at the sole discretion of either the Financial Controller or the Executive Director of Finance.

Claims should be submitted in the month following the date that the expenses were incurred.

Governors are reminded that it is a requirement of the statutory accounts that a summary of the Governor expenses in the year is disclosed.

This policy will be reviewed on an annual basis and any changes will be approved by the Corporation.

## 2 ELIGIBILITY TO CLAIM MILEAGE EXPENSES

It is the responsibility of the Governor to ensure that they have a valid UK driving licence and that their vehicle is insured with adequate business cover. Private vehicles must not be used for business use without these being in place. Expense claim forms have a declaration to confirm this. The Group reserves the right to request a copy of insurance documentation at any time and, if not provided or inadequate, expenses will not be paid.

## 3 TRAVEL – PUBLIC TRANSPORT

Governors should normally travel by the cheapest method available. For most journeys, it is expected that the Governor will obtain a second-class rail ticket from an approved travel agency. Alternatively, actual tickets from the bus or train journey should be attached to the claim for verification purposes and Governors will be reimbursed accordingly.

Taxi fares will only be reimbursed in exceptional circumstances to be authorised by the Financial Controller or Executive Director of Finance.

## 4 UK TRAVEL – PRIVATE TRANSPORT

Where a Governor is required to use their car on Group business, the following arrangements will apply for the Governor to reclaim expenses incurred:

- i. Journeys up to 100 miles in total – Approved retrospectively by the Director of Governance

- ii. Mileage in excess of 100 miles in total – Approved in advance by the Director of Governance, having due regard to other methods of transport
- iii. **Expense claims with a total value in excess of £250 are to be countersigned by the Chair of the Corporation.**
- iv. Subject to the above, mileage claims will be paid in line with current rates which, at the time of writing the policy are:

Mode of transport	Business Mileage	Rate per mile
Non-electric car without passenger	first 10,000	45p
Non-electric car with passenger	first 10,000	50p
Non-electric car without passenger	over 10,000	25p
Non-electric car with passenger	over 10,000	30p
Fully electric car	first 10,000	45p
Fully electric car	over 10,000	25p
Motorcycle	any	24p
Cycle	any	20p

NB: Non-electric cars include petrol, diesel and hybrid cars.

- v. Governors who incur car-parking charges while carrying out their official business, away from their base for that day, will be reimbursed subject to the submission of appropriate receipts or evidence of the outgoing.

## 5 SUBSISTENCE

### i. Meals

Where a Governor incurs additional expenditure in respect of meals taken whilst on official business, the following allowances will be payable on production of actual receipts:

Outside London	£	
Breakfast	5.00	(Where journey entails leaving home before 7.00 a.m.)

Lunch	5.00	
Evening meal	12.00	(Where employee returns home after 8.00 p.m. or overnight stay)

<b>London &amp; Overseas</b>	<b>£</b>	
Breakfast	5.00	(Where journey entails leaving home before 7.00 a.m.)
Lunch	6.00	
Evening meal	15.00	(Where employee returns home after 8.00 p.m. or overnight stay)

ii. Overnight Subsistence

It will be possible to reimburse expenses for overnight accommodation where prior approval of the cost is obtained from the Director of Governance. Claims should be accompanied by a bone-fide receipted account. Governors will not be reimbursed for items such as drinks, newspapers etc.

iii. Conference Rates

Where a Governor is authorised to attend a conference as a representative of the Group and it is appropriate to stay in the conference hotel, then on authority of the Director of Governance it will be possible to reimburse conference rates inclusive of accommodation and meals.

## 6 INCIDENTAL EXPENSES

Any incidental expenses not covered elsewhere in the policy will only be reimbursed on the production of a claim form approved by the Director of Governance with bone-fide receipts attached.

Payment of parking fines is the Governor's responsibility and these will not be reimbursed by the Group.

## 7 OVERSEAS TRAVEL

All overseas travel should be approved in advance by the Director of Governance. The Director of Governance should also assure themselves that the flight and accommodation arrangements are the most economical. Air travel will normally be by standard class flights. Accommodation should also be booked in advance. Wherever possible, the hotel should invoice the Group for the cost of accommodation, giving a detailed breakdown of the total bill. The cost of accommodation should exclude meals as these are payable in line with the subsistence rates set out in paragraph 5.

All expenses reimbursed for overseas travel will be inclusive of any currency exchange rate costs.

## 8 TRAVEL EXPENSES – CHAIR OF THE CORPORATION

The Chair of the Corporation will receive travel and subsistence expenses based on the same rates and procedures as described above. All travel expenses will be authorised by the Director of Governance and Chief Executive Officer.

## 9 CLAIM DEADLINES

All claims should be made on the appropriate claim form on a monthly basis immediately after the month in which the expenses were incurred or travel took place.

Claims submitted outside of this timeframe will not be reimbursed unless approved by the Director of Governance. Claims not made within 90 days will automatically be rejected.