

# GOVERNOR EXPENSES PROCEDURE

## Procedure Statement

Activate Learning values the quality and diversity of input from governors, and we are committed to ensuring that governors from all walks of life are able to participate in and contribute to the governance of the Corporation without personal cost. Governors are therefore encouraged to claim reasonable expenses incurred through the fulfilment of their duties, whilst remaining cognisant of minimising costs to the organisation. This procedure outlines what expenses may be claimed and how claims should be made.

## Scope

This procedure applies to all external governors and co-opted governors. Staff governors and the CEO should claim expenses under the procedure outlined in the

## Claiming Expenses

Governors may claim expenses by submitting a completed Expenses Claim Form (attached as [Appendix 2](#)) to the + H D G R I \* R Y H e a d o f P h y s i c a l Education or electronically to [clerk@activatelearning.ac.uk](mailto:clerk@activatelearning.ac.uk). Claims for expenses other than mileage should be submitted along with relevant receipts to verify purchase. Claims that are not accompanied by the relevant proof of purchase may be declined.

Governors are asked to claim expenses promptly; claims made more than 6 months after the cost was incurred may be declined. Expenses claims will be processed and reimbursed via BACs payment, unless otherwise agreed with the + H D G R I \* R Y H e a d o f P h y s i c a l Education. Payment will usually be made within 20 working days.

## References

This Policy complies with the following legislation:

- [Charities Act 2011](#)
- [Code for Good Governance for English Colleges](#)

This Procedure should be read in conjunction with the following Activate Learning Policies and Procedures:

- Corporate Ethics Policy
- Expenses Policy
- Staff Disciplinary Procedure

Appendix 1

# RATES PAYABLE

Mileage

|               | First 10.000 business mile in tax year |      | Business mileage over 10.000 in tax year |      |
|---------------|--|------|--|------|
|               | Rate Code                              | Rate | Rate Code                                | Rate |
| Cars and vans | A                                      | 4 p  | B  | 25p  |
| Motorcycles   | C                                      | 2 p  | C  | 2 p  |

Subsistence

| Meal                | Maximum payable per person |
|---------------------|----------------------------|
| Breakfast           | £10                        |
| Midday Meal         | £10                        |
| Evening Meal        | £25                        |
| Other ±Teas/Coffees | £5                         |

Accommodation

| Location                | Upper limit per night per person |
|-------------------------|----------------------------------|
| Greater London          | £140                             |
| Elsewhere within the UK | £120                             |
| International           | £100                             |

