

## **GOVERNORS REIMBURSEMENT FOR EXPENSES**

*(Approved by the Board on 23 July 2003)*

### **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, and training events. Governors are expected to claim for the cheapest method of travel.
- 4      Receipts need to be made available for all claims except for mileage claims.
- 5      College expense claim forms are to be used by Governors when claiming expenses.
- 6      Completed expense forms to be sent to the Clerk who will keep a record of all claims received.
- 7      The College to set up an annual budget for Governor's expense claims to allow for monitoring and disclosure in the College's financial statements.