

Guidance on Corporation Expenses

These guidelines are based on the guidance issued by HMRC and the procedures for College staff.

- Car mileage may be claimed at *45p per mile but for long journeys the College will normally cap the claim at the cost of second class rail travel.
- Motorcycle mileage may be claimed at 24p per mile.
- Mileage may be claimed for travel in respect of governor meetings, approved development events and other events where governors are acting in an official capacity for example, student awards' events.
- Mileage may be claimed for up to three Link Governor visits annually.
- Governors may claim car parking charges for off-campus attendance at governor meetings, development events and other events where governors are acting in an official capacity. Please attach car park tickets to any claim.

If travel is by public transport governors may claim for the full cost of second class rail or bus journey; receipts should be kept and submitted with any claim.

The College provides light refreshments for governor meetings. Expenses for food and drink may only be claimed for:

- Attendance at an event or training course that lasts over six hours and where refreshments are not provided

Expenses must be within the following limits; expenditure on alcoholic drinks will not be reimbursed:

- Breakfast £6.50
- Lunch £8.00
- Dinner £14.00
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Should, exceptionally, there be any other items these should be approved in advance by the Clerk.

LCM
September 2016

*In the unlikely event that annual mileage exceeds 10,000 the rate payable for that portion over 10,000 will be 28p per mile.