



TITLE	REF	VERSION
Governor Expenses Procedure	GOVPRO018	3

DEPARTMENT	Governance		
DATE	30 th April 2026	REVIEW DATE	30 th April 2028

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.

References

This procedure reflects the parameters and principles set out in the Framework for Governance, the Financial Regulations and the Expenses Policy. This Procedure also reflects the requirements of the Charities Act 2011.

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 Expenses Policy, and student governors should claim expenses through Student Services.

Permitted

expenses Basic

expenses

Governors are permitted to claim reasonable travel expenses for attending meetings of the Corporation and its committees and working groups. Governors are expected to apply their discretion in selecting the most appropriate and cost-effective mode of travel, in accordance with the following principles:

- travel should be planned to minimise the cost to Activate Learning;
- where public transport is being used, tickets should be booked as far in advance as possible to ensure the best value for money;
- where a private car is used, mileage can be claimed at the rate set out in [Appendix 1](#) for the number of miles covered. It is the governor's responsibility to ensure that

- adequate insurance is in place;
- reimbursement may be claimed for car parking expenses.

Basic expenses do not require prior authorisation and maybe claimed retrospectively in accordance with the procedure outlined below.

Additional expenses

From time to time, governors may incur expenses in addition to basic travel expenses. These additional expenses may be claimed with prior authorisation from the Chair and the Head of Governance. Such additional expenses may include:

- subsistence for meetings or events where refreshments are not otherwise provided, as set out in [Appendix 1](#);
- tickets for events and training relevant to the governor's role;
- accommodation where necessary due to timings and/or location of meetings, as set out in [Appendix 1](#);
- equipment required for fulfilment of the governor's role;
- telecommunications charges incurred during the course of fulfilment of the governors role;
- care for children or dependents incurred above and beyond usual costs to enable fulfilment of the governor's role; and/or
- entertainment as required for the purposes of the Corporation Board.

Governors should seek authorisation via the Head of Governance prior to incurring additional expenses. Claims to additional expenses that have not been authorised in advance may be declined.

Claiming Expenses

Governors may claim expenses by submitting a completed Expenses Claim Form (attached as [Appendix 2](#)) to the Head of Governance, either in physical form or electronically to 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 Head of Governance. 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](#)
- [Framework for Governance](#)



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	45p	B	25p
Motorcycles	C	24p	C	24p

Subsistence

Meal	Maximum payable per person
Breakfast	£10
Midday Meal	£10
Evening Meal	£30
Other – Teas/Coffees	£5

Accommodation

Location	Upper limit per night per person
Greater London	£250
Elsewhere within the UK	£180
International	£180

Activate Learning has negotiated corporate rates with selected hotels, which must be used wherever possible. Please contact the Head of Governance for details of hotels offering preferential rates.

The maximum nightly accommodation rates are outlined in the table below. It is recognised that, in some cases, higher costs may be unavoidable; however, reimbursement of such expenses will require approval from the Head of Governance.

When staying in a hotel, staff are permitted to ask for breakfast to be included within their hotel package, even if this exceeds the £10 breakfast threshold detailed above. This is for the convenience and comfort of staff whilst working away from home.



GOVERNOR EXPENSES

CLAIM FORM

PERSONALIA

Name:	
Email:	
Address:	

Expenses claims shall be submitted to the Clerk at the convenience of members **each term**. Please provide supporting evidence relevant to the claim such as receipts, rail tickets, etc.

CLAIM

Date of Meeting / Function Attended	Brief Description (e.g. Audit & Risk Committee)	Miles Travelled (by car)	Other Costs	Amount Claimed
Total Claimed			£	

BANK DETAILS

To receive this reimbursement directly into your bank or building society account, please complete the information below:

Sort Code.....Account No.....

AccountName Reference

SignatureDate.

Authorised:.....Date.