



# **MORLEY COLLEGE LONDON**

## **Governors' Travel and Subsistence Policy**

<b>POLICY OWNER:</b>	Director of Governance
<b>FINAL APPROVAL BY:</b>	Governing Body
<b>Policy Category:</b>	Corporate
<b>Approved by Policy Committee:</b>	14 July 2021
<b>Approved by Governing Body:</b>	01 November 2021
<b>Review Date:</b>	31 December 2025

## **Introduction**

The Governing Body



### **Rail and air travel**

Governors are expected always to travel by the most cost effective means bearing in mind the nature and purpose of the business journey.

All rail travel should to be undertaken in Standard Class. Governors should book their journeys as far in advance as possible, taking advantage of any concessions or discounts available. All claims should be supported by dated receipts attached to claim forms.

Air travel is only to be used when it can be demonstrated that it offers the best value for money. All claims should be supported by dated receipts attached to claim forms.

### **Mileage allowances for business use of your own vehicle**

Governors are expected to use public transport for their journeys within and into London. Where public transport is not a realistic option (for example, because of a disability, for a journey late at night or, for governors living outside London, for journeys between the governor's home and the railway station) a Governor may claim a mileage allowance for the use of their own vehicle for each journey undertaken on College business. Mileage is calculated on the basis of the distance from the Governor's home to the College or other destination.

Transport must be shared whenever sharing is reasonably practicable. Where two or more governors or members of staff are travelling to the same destination, the Clerk will endeavour to arrange transport so that costs are kept to a minimum area Governor using their own vehicle is responsible for ensuring that they have a valid driving licence and that the vehicle has a valid MoT certificate if appropriate, is in a roadworthy condition and is insured for use on College business.

If a Governor uses their own vehicle, the College will reimburse business mileage at a rate of 45p per mile (for up to 10,000 miles in any tax year). All claims must specify the date of each journey, the starting point and destination including postcode, the reason for the journey and the mileage.

### **Taxis**

Taxis may only be used by governors for business journeys when there is no realistic public transport alternative. Receipts should be included for all claims.

### **Parking costs and road tolls**

Business parking and road toll costs (including congestion charge) incurred in the course of travelling on College business may be claimed. All claims should be supported by dated receipts (VAT receipts if appropriate) attached to claim forms.

### **Fines**

The College will not reimburse or meet the cost of any parking or motoring fines or excess charges that a Governor may incur. Any correspondence received in relation to such fines or charges will be passed to the Governor to deal with personally.



Date	From	To	Purpose of journey	Mileage	Other Travel		Subsistence		Other Expense (eg parking)	
					Description	Cost	Description	Cost	Description	Cost