

REIMBURSEMENT OF GOVERNOR OUT OF POCKET EXPENSES PROCEDURE

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POLICY SUMMARY
<p>The purpose of the Governor Out of Pocket Expenses policy is to ensure that members of the Council of Governors are reimbursed for out of pocket expenses that they incur as a direct result of their volunteer activities associated with their role as a Governor.</p> <p>This procedure applies to Public and Appointed Governors.</p> <p>Staff Governors should claim expenses incurred through their duties as a Governor in line with Trust guidance on staff expenses.</p>
The Trust monitors the implementation of and compliance with this procedure in the following ways:
<ul style="list-style-type: none"> • The Executive Director Corporate Governance & Strategy has the overarching responsibility for overseeing the implementation of the Governors Out of Pocket Expenses Policy and its associated procedural guidelines • The Trust Secretary will be responsible implementing and monitoring the Governors Out of Expenses Policy and managing its associated procedure guidelines • This procedure will be reviewed at least every three years; changes to rates set by HMRC may result in the policy being reviewed earlier.

Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

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APPENDICES

APPENDIX 1: GOVERNORS EXPENSE CLAIM FORM

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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Assurance Statement

The purpose of this procedure is to ensure that members of the Council of Governors of the Trust are reimbursed for out of pocket expenses that they incur as a direct result of their volunteer activities associated with their role as a Governor.

1.0 INTRODUCTION

- 1.1 Being a Trust Governor is not a paid position but the Trust recognises that certain costs are incurred by Governors in fulfilling their obligations.
- 1.2 Staff Governors should claim expenses incurred through their duties as a Governor in line with Trust guidance on staff expenses.
- 1.3 The position of Governor on the Council of Governors is voluntary and it is a guiding principle of Foundation Trust status that Governors do not receive any form of remuneration.
- 1.4 The Trust will take appropriate action in cases where fraudulent expense claims have been made. This may include removal of a Governor from the Council of Governors.

2.0 SCOPE

- 2.1 For the purpose of this procedure, out of pocket expenses will be reimbursed if they were incurred in carrying out the role of a Governor defined as follows:
 - Attendance at Council of Governor meetings
 - Attendance at member meetings
 - Attendance at Annual Members Meetings
 - Attendance at Trust Governor training and development programme events, including induction sessions and externally organised events as coordinated and agreed by the Trust Secretary
 - Attendance at Board of Director meetings
 - Attendance at sub-committee/task and finish/project group meetings established by the Council of Governors and/or the Board of Directors
 - Attendance at Non-Executive Directors & Governors informal sessions
 - Attendance at Trust consultation events, such as annual planning
 - Attendance at, or participation in, any activity agreed or requested by the Trust Chair or Trust Secretary.
- 2.2 Staff Governors should claim expenses incurred through their duties as a Governor in line with Trust guidance on staff expenses

3.0 HOW TO CLAIM OUT OF POCKET EXPENSES

3.1 Allowable Expenses

All Governors will be entitled to be reimbursed for out of pocket expenses actually incurred in carrying out their role as a Governor, provided as defined in section 2.

Types of expenses that will be reimbursed by the Trust as detailed in the Governor Out of Pocket Expenses Policy include:

- Car mileage
- Parking and toll charges
- Public transport (including train, underground, bus, coach, etc)
- Taxi fares
- Personal support
- Administration
- Subsistence
- Accommodation
- Training and development

3.2 Authorisation of the use of private vehicles for Trust business

The Trust wishes to ensure that Governors who use their own vehicles to carry out duties on behalf of the Trust only do so in a lawful and safe way. It is the responsibility of Governors specifically to ensure their vehicle is safe to use and that they are legally entitled to drive the vehicle. Governors will need to check with their insurance company if they need to have 'business use' specified on their insurance or where their cover is defined as 'social, domestic and pleasure use' their insurance company will cover their business activities, and that they obtain written confirmation that this is the case.

Governors may use their vehicle on Trust business only if they have:

- a full British driving licence or one valid for use in Britain
- a motor insurance policy providing cover for use on Trust business
- a roadworthy vehicle and a valid MOT certificate where this is required by law.

3.3 Submission of Claims: Public and Appointed Governors

3.3.1 Governors must use the Trust Expenses Claim Form attached at Appendix 1 and which is available from the Trust Secretary Office

3.3.2 The form must be completed in full; signed and dated by the claimant; and relevant receipts must be securely attached to the form

3.3.3 Completed claims form must be submitted to the Trust Secretary Office for checking and authorisation either electronically or in hard copy by sending to FREEPOST [REDACTED] Membership Office Essex Partnership University Trust The Lodge, Lodge Approach Wickford SS11 7XX

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- 3.3.4 Expenses will be reimbursed by BACS payment following receipt of a completed claim form. Governors will be asked to provide bank details for BACS payments
- 3.3.5 Expenses should be claimed on a monthly basis and no later than three months after the expense has been incurred
- 3.3.6 The current mileage rates paid for expenses are:
- 45p per mile
 - 5p per passenger per mile claimed for carrying fellow Governors on journeys which are approved journeys for the claimant
- 3.3.7 Records of all payments will be kept by the Trust Secretary Office. Any queries regarding payments should be directed to the Trust Secretary Office in the first instance

4.0 CONDITIONS AND RESPONSIBILITIES

- 4.1 All expenses must have been incurred in undertaking the required duties of a Governor of the Trust as detailed in 2.1
- 4.2 Receipts must be produced for all claimed expenditure with the exception of mileage, otherwise claims will not be reimbursed
- 4.3 All claims must be supported by a fully completed expenses claims form and will be reimbursed directly to a bank account via the BACS system
- 4.4 Claims must be submitted on a monthly basis to the Trust Secretary Office and within three months of the expense being incurred to allow for effective management of budgets
- 4.5 The claimant is responsible for the accuracy of the claim. Making a false claim, or a false statement to support a claim, is serious and may result in the removal of a Governor from the Council of Governors
- 4.6 The Trust Secretary Office is responsible for ensuring expense claims are completed correctly and confirming that expenditure is accurate and reasonable
- 4.7 The Accounts Payable Team is responsible for processing and paying approved expense claims
- 4.8 The rates paid for expenses will be decided by the Board of Directors of the Trust.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

The Executive Director Corporate Governance & Strategy has the overarching responsibility for overseeing the implementation of the Governors Out of Pocket Expenses Policy and its associated procedural guidelines.

The Trust Secretary is responsible for implementing this policy as well as reviewing content taking into account any changes to national and/or local policies and/or circumstances.

This policy will be reviewed at least every three years; changes to rates set by HMRC may result in the policy being reviewed earlier.

6.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

- Salary Sacrifice Car Leasing Procedure (FP09/15)
- Car Leasing Procedure (FP09/09)

END