

Policy on Reimbursement of Expenses for the Council of Governors

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To be ratified by: Trust Board

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1. EXECUTIVE SUMMARY

- 1.1 This policy sets out the Trust's expectations for a clear and consistent process to ensure that Governors are reimbursed for travel and carer costs encountered through attending any pre-agreed Governor activity organised by the University Hospitals Bristol NHS Foundation Trust.

2. RATIONALE / UNDERPINNING PRINCIPLES

- 2.1 As a Foundation Trust, UH Bristol is accountable to the public, patient and staff members through the elected governors on the Council of Governors. The roles and responsibilities of a Governor require the Governors to communicate with their constituencies and attend meetings (as agreed through the Membership Office). This ensures that the public, patient and staff members are engaged in planning, delivering and improving NHS services.
- 2.2 The post of Governor of a Foundation Trust is voluntary, and it is a fundamental principle that no Governor shall receive any form of salary or remuneration for being a Governor. The Department of Health has stated that governors should not be left "out of pocket" through carrying out their role as Governor.
- 2.3 It is the responsibility of each individual Governor to ensure value for money when incurring expenses, taking into account both cost and convenience. If there is any doubt then you must seek prior approval from the Trust Secretary before committing expenditure.
- 2.4 Governors should agree with the Trust Secretary the general nature and level of expenditure to be incurred prior to the expenses being incurred. Failure to do so may result in reimbursement being withheld.
- 2.5 It is the responsibility of Governors to ensure that correct claims are made.
- 2.6 In line with principles of transparency for good governance, UH Bristol, along with other NHS Foundation Trusts, is required to publish expenses paid to governors in its Annual Report.

3. SCOPE

- 3.1 The Trust will reimburse Governors for reasonable travel expenses incurred through participation in pre-agreed Governor activities.
- 3.2 Expenses will be reimbursed for the following activities:
- Travelling expenses incurred by a Governor whilst attending Governor meetings, seminars and events organized by the Trust;
 - Travelling and subsistence expenses incurred by a Governor whilst attending external meetings, seminars and events at the request of or on behalf of the Trust in his/her capacity as a Governor. Expenses of this type must be approved in advance by the Trust Secretary and, if necessary, can be arranged by the Membership Office through current Trust travel booking/accommodation mechanisms.
 - Any expenses other than vehicle mileage must be supported by valid receipts. Failure to produce such receipts may result in reimbursement being withheld. Any expenses outside of the above must be agreed with the Chairman or Trust Secretary.

- 3.3 In line with Bristol City Council and the Trust's commitment to encouraging greener travel, the general expectation is that governors will use public transport to carry out their duties e.g. standard class rail return, bus and coach. However, if it is necessary to use a vehicle, mileage may be claimed as set out in Appendix A. Please note that where vehicle use applies, the Trust will pay mileage and reasonable parking costs only.
- 3.4 In extreme circumstances (for example, due to physical disability/medical reasons/late evening meetings in circumstances when personal safety may be compromised), reimbursement may be considered for reasonable taxi fares and agreed in advance by the Trust. Where this is the case the claimant may be required to provide documentary evidence to support such a request, for example a doctor's letter to confirm they are unable to use public transport or walk the required distance.
- 3.5 If a governor meeting or event takes place over a lunchtime appropriate provision of food and drink will be made.
- 3.6 The Trust will also reimburse governors for any reasonable carer costs incurred during the course of carrying out their role. Any cost relating to caring should be discussed and agreed with the Trust Secretary/membership office before any commitments are made.
- 3.7 The Trust will aim to provide the governors with hard copies of meeting papers where required, however, on occasions where this does not happen, the Trust will reimburse governors for "out of pocket expenses" for personal office equipment disposables and stationery up to a maximum of £50.00 per year.

4. PROCESS & PRINCIPLES FOR REIMBURSEMENT

- 4.1 If a governor is receiving State Benefits, it is their responsibility to check with their local government agency whether the receipt of any expenses might affect their entitlements.
- 4.2 Any persons claiming for travel costs must do so using the appropriate expenses claim form (see Appendix B). All governors are encouraged to submit the form electronically to the Membership Office. Receipts must be provided for any travel, carer and other expenses as outlined in Section 3, (with the exception of vehicle mileage).
- 4.3 If vehicle mileage is being claimed, the return mileage will be calculated for the actual journey undertaken but will not exceed that from the post code of the governors home address to the venue. This ensures that the Trust does not pay inappropriate mileage, for example in the event that a claimant travels from outside of the local area to a Trust event as a result of commitments unrelated to the Trust.
- 4.4 Reimbursed expenses should be for the exact amount claimed; not for a rounded-up or average amount.
- 4.5 Subsistence allowance, where the Governor is away from their home for longer than five hours for the purpose of attending a designated meeting and where no refreshment is provided at the Trust's expense, or provided at the venue, will be paid up to a maximum of £5 per person per meeting.
- 4.6 Governors should make their claim for reimbursement of expenses promptly; ideally within four weeks of incurring, and this must be done within three months of the expense being incurred at the latest. The Trust cannot guarantee payment of expenses claimed after three months of occurring.

- 4.6 Reimbursement will normally be paid electronically directly into a Governor’s bank account. This is the quickest and most secure form of payment. All Governors should complete a BACs form, see Appendix C, and submit the completed form to the Membership Office. If any Governor seeks an alternative payment method then they should speak to the Membership Office.

Governor Mileage Allowances

These mileage allowances are consistent with standard rate mileage allowances paid to NHS staff under Agenda for Change.

Vehicle	Mileage allowance
Car engine capacity up to 1000cc	37.4p per mile
Car engine capacity 1001-1500cc	47.3p per mile
Car engine capacity over 1500cc	58.3p per mile
Additional passengers	5p per mile
Motor cycles up to 125cc	17.8p per mile
Motor cycles over 125cc	27.8p per mile
Pedal Cycles	20p per mile

Governor Expenses

Appendix B

Please note: Receipts must be provided for public transport fares (bus, coach, train, taxi, etc) and should be attached to this form. Please note, if you are unable to obtain a car parking receipt, please note details ie where you parked.

Name: _____ Mileage allowance (see back for allowance): _____

Date	Description <i>(what was the title of the meeting etc you attended? Or include other items ie stationery)</i>	Location <i>(where was meeting held)</i>	Travel details <i>(how did you travel ie car, bus, cycle, taxi etc. Include other ie car parking)</i>	Number of car miles <i>(if applicable)</i>	Costs	
					£	p
TOTAL						

PTO

Vehicle	Mileage allowance	Vehicle	Mileage allowance
Car engine capacity up to 1000cc	37.4p per mile	Motor cycles up to 125cc	17.8p per mile
Car engine capacity 1001-1500cc	47.3p per mile	Motor cycles over 125cc	27.8p per mile
Car engine capacity over 1500cc	58.3p per mile	Pedal Cycles	20p per mile
Additional passengers	5p per mile		

I declare that:

- a) The travelling expenses and allowances are in accordance with the appropriate regulations and are in connection with official visits to places indicated on the date(s) shown.
- b) The details shown match the vehicle used in respect of this claim.
- c) Where a claim for mileage is made:
 - A valid third party insurance policy (including cover against risk of injury to, or death of passengers and damage to property in respect of the vehicle) was held for the period of the claim.
 - This policy will continue to be maintained while the vehicle is used by me on official duties and will cover the use of the vehicle in official business.
- d) No other claim has been made or will be made by me on any public body for expenses or allowances in connection with the business stated.

Signature of claimant: _____ Date: _____

Address of claimant incl. post code: _____

Authorised by Head of Membership & Governance: _____ Cost centre: 150227 Acct code: 30216

This form to be emailed or handed to the Membership Office for reimbursement.

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BACS FORM

Finance Department
Creditor Payments
Trust Headquarters
Marlborough Street
PO Box 1053
Bristol BS99 1YF

Fax: 0117 342 3740

Email: Ann.Clark@[UHBristol.nhs.uk](mailto:Ann.Clark@UHBristol.nhs.uk)

Full Name :	
Payee Name if Different to Above :	
Postal Address :	
Tel number :	
Email address :	

Bank Name :	
Bank Branch :	
Bank Address :	
Bank Sort Code	
Bank Account Number :	
Building Society Number :	