

Council of Governors' Expenses Claim

*Please include title of meeting/event attended*

	<b>Dates</b>	<b>Amount £</b>
Mileage Total number of miles ..... at the mileage rate of ..... Make of Car: Model: Engine size: <i>Please see notes for                      mileage rates</i>		
Public transport fares <i>Please ensure you attach                      tickets</i>		
Taxi fares <i>Please see notes</i>		
Car parking <i>Please see notes</i>		
Other		
<b>Total amount to be reimbursed</b>		

Governor bank details (required to reimburse via bank transfer)

Name of Bank	
Name on Account	
Account Number	
Sort Code	

Signed (*Governor*) .....

Date.....

Certified (*Associate Director: Corporate Affairs*) .....

Date.....

## Notes to Claiming Expenses

### Expenses

As a Governor you may incur expenses in carrying out your role. The expenses you incur will depend on your personal circumstances. All expenditure must be actually and necessarily incurred by you when attending meetings of the Council of Governors and carrying out that role.

### Completing Expenses Claim Forms

Claim forms should be completed and returned to the Associate Director: Corporate Affairs at Trust Management Offices, Southampton University Hospitals Trust, Tremona Road, Southampton, SO16 6YD for authorisation within one month of the meeting taking place. You should record the journey covered and the reason for your journey (e.g. Council of Governors' Meeting at SGH) on your expenses form.

All claims (except for mileage costs) should be supported by a receipt/ticket or itemised invoice.

In signing and dating the claim you are certifying:

- That you actually and necessarily incurred the expense whilst carrying out your role as a Governor
- That the journeys made were required for you to fulfill your duties on the Council of Governors
- That you have not received any reimbursement from any other source for the expenses claimed

### Travelling Expenses

Travelling to meetings:

By rail - you can claim the cost of a standard return ticket. A receipt for the cost of the ticket should be attached to your claim form

By bus - you can claim the cost of the fare. A receipt for the cost of the ticket should be attached to your claim form

By car - where you use your own car, costs will be reimbursed at the following rates:

#### Mileage rates

Type	Size	Rate per mile
Car	Up to 1000cc	29.7p
	1001 to 1500cc	36.9p
	1501cc and Over	40p
Motorcycle	Up to 125cc	16.2p
	Over 125cc	25.3p
Passenger		5p

By Taxi - taxi fares will only be reimbursed where public transport options or private car use is not possible. Please check this with the Associate Director: Corporate Affairs if you need further clarification.

### Parking Expenses

Please note claims for reimbursement relate to car parking charges incurred at other locations, as all parking at the Trust will be covered by the issue of a ticket which will enable you to exit the car park without charge.

***Please ensure you ask for a ticket at the meeting.***

### Carers' Costs

You may claim for reasonable carers' costs to attend meetings for children under 16 and dependents where there is medical or social services evidence that care is required and not already in place. A receipt for the carers' costs should be attached to the claim form. Expenses for carer costs are liable to deductions for tax and national insurance.

**If you have any queries about your expenses claim, please contact Karen Flaherty, Associate Director of Corporate Affairs (023 8120 6829/07825 062953 or [Karen.Flaherty@uhs.nhs.uk](mailto:Karen.Flaherty@uhs.nhs.uk)) or Karen Russell, Council of Governors' Business Manager (023 8120 1469/07425 621968 or [Karen.Russell2@uhs.nhs.uk](mailto:Karen.Russell2@uhs.nhs.uk)).**