

Governors' travelling expenses

The trust has agreed that governors may claim reasonable travelling expenses incurred when attending meetings at the Royal Free or at other locations as part of their governor responsibilities. In principle, the following mirrors the relevant parts of the trust's expenses policy.

Reimbursement of travelling expenses on official journeys

- Payment shall be made in respect of expenses necessarily incurred by governors travelling on business approved by the trust. Governors are expected to provide receipts.
- Only standard class fares or their equivalent shall normally be payable.
- Taxi or cab fares shall be payable only in cases of urgency or in other cases in which transport is reasonably required and an adequate public service is not available, but where these conditions are not fulfilled governors using a taxi or cab shall be entitled to claim the sum they would have paid had they travelled by public service vehicle. All claims for reimbursement of taxi or cab fares must be accompanied by receipts.

Mileage allowances

- **Public transport mileage rate:** Standard rates of mileage allowance shall not apply if a governor uses a private motor vehicle in circumstances where travel by public transport would be appropriate. For such journeys the public transport rate is set out in Annex A shall be paid, unless this is higher than the standard or regular user rate for the appropriate engine band, when the lower rate should be paid.
- **Standard mileage rate:** The standard mileage allowances set out in Annex A shall be paid to governors who use their own vehicles for official journeys other than in the circumstances described above.

Completion of expenses forms

- Expenses form must be completed in full, and have appropriate receipts attached. They will be signed off by the board secretary.
- The expenses form can then be taken to the cashier's office where expenditure will be reimbursed.
- Copies of all expenses forms will be held by the trust secretary.

Annex A

1. Public transport rate

24p per mile

2. Standard rates

a. Cars

Engine capacity	Up to 1000cc	1001 to 1500cc	Over 1500cc
Up to 3,500 miles	37.4p per mile	47.3 per mile	58.3p per mile
Thereafter	17.8p per mile	20.1p per mile	22.6p per mile

b. Motor cycles

Engine capacity	125cc or less	Over 125cc
Up to 5,000 miles	17.8p per mile	27.8p per mile
Over 5,000 miles	6.7p per mile	9.9p per mile

c. Pedal cycles:

10p per mile

3. Passenger allowance:

Each passenger 5p per mile