

University of Leicester

Lay Members of Council and Lay Members of University Committees: Reimbursement of Travelling Expenses

1. Lay members of Council are eligible to claim reimbursement of travelling expenses for attendance at meetings of Council and any University committee or other body to which they have been appointed (but please note the exclusions set out in paragraph 3). This eligibility extends to lay people who are not members of Council but who are appointed, with the approval of the Nominations Committee, to sit as members of other University committees or bodies.
2. In addition to the above, travelling expenses will also be reimbursed in respect of any necessary duties arising from membership of Council or other University bodies. This would include, for example, fact-finding visits to another institution, conference attendance, and participation in induction and development events.
3. All claims will be dealt with on the same terms and conditions as apply to University staff, and must be submitted in hard copy on the standard expenses claim form known as an EC1. An electronic copy of the EC1 will be provided and this can be printed off as required.
4. To submit a claim you will need to complete pages 1 and 2 of the EC1 form (we will complete the columns requiring the charge code etc.), and send it to the address below.
5.
 - a. Mileage rate
 - i. The mileage rate payable for use of private cars on University business is reviewed annually. The current mileage rate is payable at 45 pence per mile for the first 80 miles of a journey and at 31 pence per mile thereafter. For these purposes 'a journey' consists of the journey from home (or office) to the University and the return trip. If carrying one or more passengers, mileage at 45 pence per mile will be payable for the whole journey.
 - ii. Full details of the car journey, including date, purpose, and the start and end points must be recorded on the EC1 form along with the mileage claimed at the appropriate rate(s), priced out to a total.
 - b. Train fares
 - i. There is an expectation that standard class rail travel will normally be appropriate. If business requirements are such that work during travel is essential, a request to travel by first class should be submitted to the Governance Office.
 - ii. Full details of the train journey, including date, purpose and the start and end points must be recorded on the EC1 form along with the cost of tickets claimed (counterfoils to be attached), priced out to a total.
6. **Claims for reimbursement must be submitted within three months of the expenditure being incurred.** Completed EC1 forms should be returned electronically to:
Vicky Harrison, Governance Office at vjh10@le.ac.uk
7. If you have any queries please contact Rebecca Lord (rl284@le.ac.uk) or Vicky Harrison, vjh10@le.ac.uk).

Governance Office

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