

Board Members' and Executive Team's Expenses, Gifts and Hospitality 2019/20

Business Expenses

The College's Financial Regulations include two sections that are relevant to the expenses claimed and hospitality received by Senior Post holders and Executive Team. All expense items claimed must be receipted and all claims must be authorised by a more senior member of staff, including the budget holder. For the Principal: MK College, COO, CPO and Principal: Prisons, all claims are authorised by the CEO and for the CEO and Head of Governance, the Chair of Governors provides authorisation. The College does not operate an allowance model, all claims must be evidenced by a receipt and actual cost is reimbursed.

There is no separate policy for Governors but the basic authorisation principles, as apply to staff, are adhered to.

The business costs reimbursed for the academic year 2019/20 are presented in Tables 1 and 2. Table 3 relates to expenses charged to the College's credit card.

Table 1: Expenses claimed by Executive Team in 2019/20 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Other	Total
A Allen	0	0	0	0	0	0
S Alexander	150.30	397.05	24.04	0		571.39
I Galvin	0	102.95	0	0	0	102.95
C McLean	0	0	0	0	0	0
J Mills	0	207.45	0	0	0	207.45
A Warner	0	0	0	0	104.77	104.77
K Brown	0	0	0	0	0	0
Totals	150.30	707.45	24.04	0	104.77	986.56

Table 2: Expenses claimed by Governors in 2019/20 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Sundry items (taxi)	Total
D Meadowcroft	0	0	0	0	11.20	11.20
S Norrish	46.50	0	0	0	0	46.50
C Pullen	73.20	0	0	0	0	73.20
Totals	119.70	0	0	0	11.20	130.90

Table 3: Expenses charged to the College Credit Cards¹ in 2019/20 in £

Cardholder	Rail, Ferry, Parking, taxi	Subsistence & Accommoda tion	Resources & Furniture	PR & Hospitality	Conferences / Staff Training / Staff Benefits	Student Travel	Other	Total
A Allen	0	0	0	0	0	0	0	0
S Alexander	0	0	0	0	0	0	0	0
I Galvin	160.25	1,714.00	57.97	0	4,500.00	0	635.93	7,068.15
C McLean	80.84	142.72	2,391.65	167.15	1,874.94	9,763.60	2,391.43	16,812.33
J Mills	1,033.70	482.98	1,380.00	1,228.00	2,134.63	2,665.00	191.70	9,116.01
A Warner	0	0	0	0	0	0	0	0
K Brown	0	0	0	0	0	0	0	0
Totals	1274.79	2339.70	3829.62	1395.15	8509.57	12,428.60		32,996.49

¹ College credit cards are also used by other members of staff for College business.

Gifts and Corporate Hospitality

The College's Financial Regulations do not permit staff to accept any form of gift, however, in circumstances where it would cause offence, gifts must be declared to the Head of Governance and recorded on the Gifts and Hospitality Register. There were no Declarations of Gifts and Hospitality made by the Executive Team or Governors in 2019/20.

Assurance

The College's expenses process, including the declaration of gifts may be audited as part of the annual external audit.