Claims for the Re-imbursement of Expenditure by Council Members

Council members can claim expenses which are shown to have been “wholly, exclusively and necessarily incurred on behalf of City”. Members should always exercise economy and efficiency when incurring expenses which will be claimed from public funds and be aware that information on expense claims can be requested and made public under the Freedom of Information Act. The rules surrounding these claims are those that apply to City staff with some appropriate variations.

- Original receipts, invoices or other documentation supporting the claim must be stapled to the back of the claim form – please note that credit card slips and statements cannot be accepted as receipts.
- The authorised signatory will normally be the College Secretary unless there are reasons to refer it to the Chair of Council for approval.
- The expenses claimed must relate only to the member. The costs of a partner will not normally be reimbursed unless the prior approval of the Chair of Council is obtained.
- Leadership Foundation events should not be booked directly but through the College Secretary.
- Members are covered by City, University of London insurance when travelling on University Business. This does not cover their private vehicles.

The following limits will normally apply whether claimed or ordered via City:

| Air Travel | Economy Class unless a travel agent is able to offer a lower priced fare at a higher class. Business Class may be used for flights over six hours in duration. |
| Rail | Standard Class unless exceptional reasons |
| Cars | See * below |
| Taxis | Should only be used when genuinely necessary because of the non-availability of public transport, need to transport items or travelling late at night. Council members may exceptionally claim where they are subject to unusual time pressures which require the use of a taxi. Claims for a single journey should not normally exceed £20 |
| Hotels | 3 or 4 star (normally if attending the Chairs’ dinner or plenary the night before Council and a significant rail journey would be required to return home). |
| Subsistence | Claims should not normally exceed the following limits  
- £10 Breakfast (if have to leave home before 6am or spending the night away from home)  
- £15 Lunch  
- £27.50 Evening Meal (only if spending the night away from home or home returns after 20:00)  
- £5 Nightly Incidental Expense Payment (fixed rate – no receipts required – only to be claimed if spending the night away from home and covers all other incidental costs) |
| Other entertainment or hospitality | This cannot be reimbursed unless it has the prior approval of the College Secretary or the Chair of Council. If approved it will be subject normally to the above subsistence limits. |

Exceptional cases require approval by the College Secretary or Chair of Council.

*Public transport should normally be used. Car mileage claims, which are paid at the rate of 45p per mile, are met if the cost is greater than by public transport only where one of the following reasons applies: the destination was inaccessible by public transport, the journey by public transport was inconvenient, bulky items were carried, the number of people travelling together made it economic, or a number of visits was made at the same time. A member using a car for a journey which could be reasonably undertaken by public transport is entitled only to reimbursement of second-class fares.

January 2018