

The College Ystrad Mynach

Learner Expense Reimbursement Policy



Version
Last Reviewed
Next Review Date
Author
Source Path

July 2011
July 2011
July 2012
Joan Siddle
svr-file\student services\Policies\General\
Learner Expense Reimbursement Policy
2008.docx

**THE COLLEGE YSTRAD MYNACH
LEARNER EXPENSE REIMBURSEMENT POLICY**

1) INTRODUCTION

1. The Learner Expense Reimbursement Policy supports the College Mission Statement in its contribution to provide the highest possible quality of education and training for the benefit of individuals.
2. The Learner Expense Reimbursement is a facility offered to full-time learners who qualify to have their travel/work placement expenses reimbursed.

2) PRINCIPLES AND GUIDELINES

1. To reimburse expenses to full-time learners aged 18 and over for travelling to and from College or work placement.
2. To reimburse expenses to full-time learners aged 18 and under for the following:
 - (a) Work Placement travel
 - (b) Daily Meal Expense for those learners who are in receipt of the Student Meal Allowance while the learner is on work placement.
 - (c) Travel Expenses to College for those learners who live outside the designated bus route area, i.e. Cardiff, Newport, Barry, etc.
 - (d) Travel for those full time learners attending Twilight Classes.
 - (e) Travel Expenses to College should the College bus run late or break down. This will be verified with the bus company involved. Expenses will not be reimbursed should the learner miss the bus through their own fault or be removed from the bus due to poor behaviour.
3. Learners must be enrolled on a full-time course. We do not pay expenses to Learners enrolled on part-time courses.
4. Learners in receipt of an Assembly Learning Grant (ALG) or the Educational Maintenance Allowance (EMA) will be considered for reimbursement of expenses on an individual needs basis.
5. Learners are not eligible for expenses outside the college terms or when not attending college.
6. All expense forms must be filled out completely, be on the correct form and have the proper signatures. The forms must also include the Learner ID Number. The expense form will not be processed unless it is filled out completely and correctly.
7. There is a daily limit on expenses of £4.00 per day.
8. Learners must live 2 miles or over from College to qualify for travel expenses.

9. Mileage expenses are to be paid as follows:
 - (a) 7p per mile for the driver—the driver must be the learner claiming the expense. We will not pay the expense should the driver be any other person than the learner.
 - (b) 2p per mile for one passenger—the passenger is to be a full-time learner at the College. This will be verified by the Student Data Base.
 - (c) Mileage on form will be verified using the AA Route Finder and paid accordingly. No other estimate of the mileage will be accepted.
10. The Ticket expense form for bus/train travel must have the correct tickets attached to it. Any tickets that do not match form or are missing will not be paid.
11. We do not pay taxi claims at any time.
12. Expenses are expected to be submitted in a prompt and timely manner and therefore we do not pay expenses that are older than 2 months previous.
13. All expense forms are to be submitted prior to the end of the current college term. Any expense forms submitted after the close of term will not be paid.
14. Each learner is to fill out a BACS form for the bank, as expenses are to be paid through a Bank. No manual payments will be made.
15. The deadline for expense forms to be submitted is every Wednesday at 12:00 mid-day, with the expenses to be paid on Friday of the same week. BACS payments will usually clear learner's account by Monday or Tuesday of the following week. Any expenses submitted after the deadline will be paid the following week.
16. Any expense form that is not complete or correct will not be reimbursed. The form will be returned to the learner for any corrections.
17. All Expense forms, BACS forms are available at Student Services.
18. If you require any further information, please contact Student Services..

3) SINGLE EQUALITY SCHEME

The College will apply its Single Equality Scheme to all aspects of its operation.

4) POLICY REVIEW

This policy will be reviewed in July 2011 by an appropriate cross section of staff.