Policy Title:	Reimbursement of Expenses Incurred by Governing Body Members
Description:	Policy that non-executive members of the Governing Body (GB) (i.e. those not employed by MIE) should be reimbursed for all reasonable expenses incurred by them in connection with their duties as a GB member.
Author (Position):	Chief Financial Officer
Version:	1
Approved By:	MIE Governing Body
Policy Re-approval Date:	June 2023
Date of Next Policy Review:	June 2027 (or as necessary)

Reimbursement of Expenses Incurred by Governing Body (GB) Members

1. General

It is Marino Institute of Education's (MIE) policy that non-executive members of the Governing Body[1] (GB) (i.e. those not employed by MIE) should be reimbursed for all reasonable expenses incurred by them in connection with their duties as a GB member.

Claims should be submitted to the Chief Financial Officer (CFO) for approval. Once approved, payment will be processed by the Finance department, normally within one week. Claims may be submitted electronically (to finance@mie.ie), or by post.

2. Rates Claimable – Travel Expenses

The mileage allowance is at the public sector rates (as set out on the GB Members' expenses claim form) and is subject to review from time to time.

As these members are not normally employed at MIE, mileage to attend all GB-related meetings can be claimed from the original starting point of the journey.

3. Responsibility

The CFO is responsible for the maintenance of this document. This document will be reviewed at three yearly intervals. It may be reviewed between such intervals in the event of legislative or other relevant developments.

4. Related Documents

4.1 Governing Body Members' Expenses Claim Form

4.2 Code of Governance

4.3 Matters Reserved for the Governing Body of MIE

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[1] See Code of Governance and Matters Reserved for the Governing Body of MIE