



Trustee Expenses Policy

Introduction

This policy sets out the basis on which Trustee expenses will be paid, and the process for claiming.

Our governing document allows the payment of expenses incurred by Trustees on charity business:

1. Expenses must be reasonable and proper.
2. The charity does not expect Trustees to be significantly out of pocket in respect to work carried out for the charity.

Principles

The Charity Commission has issued guidance on the payment of expenses to charity trustees. Claims for, and payment of, expenses must be consistent with the following principles:

1. Expenses are refunds by a charity of payments which the Trustee has needed to meet personally in order to carry out his or her Trustee duties. They are not payments for services.
2. Evidence must be provided that the expenditure has been incurred. Please note that our auditors require that every expense claim is fully supported by tickets and receipts.
3. Expenditure should be made by the most cost effective means available. Where this is not possible, a brief note of the reasons for extra expenses incurred should be passed on to the Treasurer.

4. The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the Trustee e.g. elaborate meals, first class rail travel, etc.

Allowable expenses

The following are legitimate expenses:

- the cost of postage and telephone calls on charity business;
- communication support: translating documents into Braille for a blind trustee, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment. We will provide communication support appropriate to their role for Trustees who request it. Please discuss your needs with the appropriate officers who will make the arrangements for you.
- providing special transport, equipment or facilities for a trustee with a disability;

If any Trustee should wish to claim for a different type of expense, the matter should be raised with the Chair or Vice Chair and the matter can be discussed with Trustees, if necessary, and may result in amendment to this policy.

Process for claiming expenses

Details of expenditure should be itemised and sent to the Treasurer.

Payment of expenses

1. The charity prefers Trustees to have expenses paid directly into their bank accounts.
2. Please contact the Treasurer with a note of your account number and sort code, and this will be set up for you. The advantage of this method of payment is that it can be arranged within a few days of receiving your claim and will save you having to visit the bank to deposit a cheque in your account.

Peter Hains

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