



**Charitable Incorporated Organisation - Registered Charity Number: 1157787**

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## TRUSTEE EXPENSES POLICY

The concept of unpaid trusteeship has been one of the defining characteristics of the charitable sector. However individual Trustees should not be deterred from playing their full part because of incidental costs and whilst it is acknowledged that some Trustees may choose to not claim reimbursement, all are entitled to have their expenses met from the funds of the charity.

The purpose of this policy is to ensure that as a result of travelling or performing any other tasks as part of their duties the Trustees are not placed at a financial disadvantage. Equally there should be no financial gain from travelling or activities that are necessary to undertake their role.

### 1. Principles

- 1.1. All expenses must be supported by itemised VAT receipts and claimed using an expense claim form.
- 1.2. Expense claims should be submitted as soon as is practicable.
- 1.3. Any claims that are more than 3 months old may be rejected.
- 1.4. The most cost-effective solutions available at the time should be sought.
- 1.5. All claims must be authorised by the Chair or Secretary.
- 1.6. Trustees will be reimbursed according to actual and reasonable cost.

### 2. Rail

Rail travel will normally be reimbursed at standard class rate except where relevant reductions are available e.g. cheap day return; Friends & Family, or it is better overall value to travel first class.

### 3. Car

Mileage may be claimed at 45p per mile or as per current HMRC guidelines for cars and motorbikes. If a trustee uses their own car for Market Harborough and The

Bowdens Charity business they must ensure that their insurance policy covers them and any passengers that they may have for this purpose.

Trustees are responsible for any fines or penalties they incur whilst travelling on Charity business.

Any parking fees or tolls incurred when travelling on behalf of the Charity may be claimed with the relevant receipts.

The nature of the remit of the Market Harborough and Bowdens Charity means that most activities are undertaken locally and significant expenses are likely to arise infrequently. If other expenses such as accommodation, meals or other items that could be considered legitimate expenditure are to be incurred these should be authorised in advance by the Chair of the Board of Trustees, or a member of the finance committee in his/her absence, if practicable.

**For further guidance see the Charity Commission Guidance Trustee Expenses and Payments CC11.**