

All Saints, Clifton

Travel and Out-of-pocket Expenses Policy

This policy applies to all staff, volunteers, casual workers, and anyone incurring travel and other out-of-pocket expenses. Contractors are not covered by this policy. They should invoice for their expenses, as per any agreement in their contract.

Principles

Eligible Expenses. We will only pay expenses that are reasonable, incurred exclusively and necessarily in carrying out the work of our charity.

Approval and Payment. No one may:

- Both authorise and pay a claim.
- Either authorise or pay themselves, or family member or any company in which they have an interest, either directly or through a family member or close friend.

Novel and Contentious Expenditure. Will only be paid in exceptional circumstances, very rarely without prior approval and all such expenditure must be approved by *<insert appointment>.*

- **Novel** - does not meet the letter of our regulations. That is, paying an expense that has not been authorised. For example, payment of subsistence rates or class of hotel accommodation that exceed the limits in this policy.
- **Contentious** - meets the letter of the relevant policy, but where the need for it or the cost involved may reasonably be questioned. For example, where a reasonable person may question the need for the expenditure or it may reasonably have been incurred, but might appear too expensive.

Environmental. Where travel is necessary, sustainability and environmental issues will be taken into consideration when planning meetings and journeys.

Administration

Expenses may only be claimed for approved travel and out-of-pocket expenses, using our expenses claim form.

Submitting Claims

An expense claim form should be completed Attaching original receipts.

Checking & Approval

Treasurers are to check all expenses claims to confirm that:

- The costs incurred were reasonable and necessarily and exclusively incurred in carrying out the work of our charity.
- For approved duties.
- Supported by receipts.
- Comply with the procedures and limits in this policy.

Claims not supported by receipts will only be approved in exceptional circumstances, where it was not reasonably possible to obtain a receipt. This is to be explained in sufficient detail in the claim to demonstrate this is the case.

Trustee and Volunteer Expenses

Subject to the provision of this policy, trustees and other volunteers may be given approval to claim for:

- Travel to and from meetings/activities.
- Overnight accommodation.
- Postage, telephone calls and broadband time for charity work and.
- Childcare or care of other dependants while attending meetings.

Other payments to trustees, such as for being a trustee, or for the provision of goods and services are covered by specific Charity Commission regulations and are not covered by this policy.

Minimising Cost and Environmental Damage

Undertaking travel has a real cost, not only in financial terms, but also time, so should only be approved where the benefits clearly exceed the cost of doing so. Equally, whilst our individual contributions to climate change are tiny, collectively these are not; we can all make a difference.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0			Initial draft approved	Annually

Regulatory

Charity Commission - Trustee expenses and payments (CC11).

Charity Commission - OG515-1 Trustee expenses.

Being a trustee is generally a voluntary role. This is what makes the charity sector unique and promotes trust and confidence in charities. As a result, external reaction to paying trustees is often negative.