# Trustee Expenses

**Almshouse Association Model Policy**

***Notes (which do not form part of the model policy):***

*The Charity’s Commission’s annual return questionnaire asks charities whether they have a Trustee Expenses Policy.* (see https://www.gov.uk/guidance/prepare-a-charity-annual-return#what-you-need-to-submit)

*This draft policy should be tailored to your charity’s needs and amended to be consistent in relation to payment of trustees’ expenses that may be in your charity’s governing document and be more or less restrictive.*

*Your charity should have a policy that sets out:*

* *what trustees can claim, and how*
* [*what evidence is needed to support a claim*](https://www.gov.uk/guidance/trustee-expenses-what-charities-can-pay#canpay)
* *that trustees should declare that the claim is accurate and was properly incurred*
* *when trustees need permission before they incur a cost*

*how claims are approved*

* *that a trustee cannot approve their own claim*
* *how quickly expenses will be paid once a claim is made*

*Make sure that claims comply with your trustee expenses policy.*

*Further reading:*

*Charity Commission guidance:* [*https://www.gov.uk/guidance/trustee-expenses-what-charities-can-pay*](https://www.gov.uk/guidance/trustee-expenses-what-charities-can-pay)

*[NAME OF CHARITY]*

**Registered charity number: [*Number*]**

**1 Introduction**

1.1 This policy applies to the trustees of [*name of charity*] and sets out the guidelines and procedures for reimbursing expenses incurred by Trustees in the course of fulfilling their duties. It ensures transparency, accountability, and compliance with the Charity Commission’s guidance on trustee expenses.

1.2 The Charity Commission’s guidance on trustee expenses (“Trustee expenses: what charities can pay”-GOV.UK is available on its website.

1.3 Trustees of [*name of charity*] give their time voluntarily and are not paid for their role. However, they are entitled to claim reasonable and necessary expenses incurred in connection with their duties as Trustees. The charity will reimburse such expenses to ensure that no Trustee is financially disadvantaged.

1.4 **The following categories of expenses may be claimed:**

(a) Travel and Subsistence:

 Public transport (standard class fares)
 Mileage allowance for private car use (at HMRC approved rates)
 Parking and toll fees
 Reasonable subsistence costs (e.g. meals when travelling)

 (b) Care Costs:

 Costs for childcare or care of dependent relatives incurred while attending meetings or on charity business.

 (c) Communication:

 Postage, phone calls, and internet costs incurred specifically for charity

business.

Translation of documents into Braille or into different languages

 booking a British Sign Language interpreter.

(d)Training:

 Course fees and travel expenses for training approved by the Board.

(e) Other Costs:

 Stationery or printing required for Trustee duties.
 Costs of attending charity-related conferences or events, with prior approval.

1.5 **The following are non-eligible expenses and are therefore not reimbursable:**

 Loss of earnings or income
 Hospitality or gifts
 Fines or penalties
 Alcoholic beverages
 Unauthorised travel upgrades (e.g. first-class train travel)

**2. Procedure for claiming expenses:**

2.1. Approval:
Claims must be related to charity business and approved by the Chair or Treasurer.
Any unusual or significant expenses must be pre-approved by the Board. Trustees cannot approve their own claim.

2.2 Submission:
 Claims must be submitted within [e.g. 30 days] of the expense being incurred.
 Trustees must complete an Expenses Claim Form and provide original receipts or proof of payment. As part of this submission, trustees should declare that the claim is accurate and was properly incurred.

**3. Processing:**
 Claims are reviewed by the Treasurer or an appointed staff member.
 Reimbursements are made via bank transfer or cheque.

**4.** **Record-Keeping:**

All expenses and receipts will be retained for accounting and audit purposes in line with our financial records retention policy.

**5. Monitoring and Review:**

This policy will be reviewed annually or whenever there is a significant change in relevant regulations or charity operations. A report of trustee expenses will be included in the charity’s annual accounts and reported to the Charity Commission as required.

**6. Transparency:**

If applicable, a summary of trustee expenses may be published in the charity’s Annual Report, and any queries from the public or the Charity Commission will be answered promptly and transparently.

**7. Policy Responsibility:**

The Board of Trustees is responsible for the implementation of this policy. The Treasurer oversees day-to-day application and reporting.

Signed on behalf of the Board of Trustees:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: Chair of Trustees

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_