

EXPENSES CLAIMS POLICY

1. Expenses are refunds of costs which a trustee has incurred in order to carry out trustee duties. Claims for expenses should be supported by **receipts**.
2. Expenses that are intended for reimbursement must be **pre-approved** by the committee by a majority vote.
3. Examples of legitimate expenses would be travel on trustee business, postage costs and printing costs.
4. Expenses will include, with Committee approval, attendance at the Trust's AGM and Conference or national/regional workshops
5. In the case of a trustee using their own vehicle the date, distance and purpose of travel must be explicitly stated.
6. The rate at which fuel costs are reimbursed will be reviewed annually in May, after the AGM and when a new Committee has settled in, as the ownership of EV's increases. The rate in 2025/26 will be 45p per mile.
7. Parking and other fines are the responsibility of the vehicle driver or owner.
8. Overnight accommodation will be permitted as a legitimate expense in exceptional circumstances and must be pre-approved by the trustees.

Leoné Meyer September 2025