

AVP Stoke Trustee Expenses Policy and Procedure

1. Policy Statement

AVP Stoke recognizes the valuable contribution made by its trustees in overseeing the charity's work. The charity will reimburse trustees for expenses incurred while carrying out their duties, provided these expenses are reasonable, necessary, and in line with this policy. This ensures that trustees are not financially out-of-pocket due to their voluntary role.

This policy is designed to:

- Ensure that trustee expenses are managed in a transparent and accountable way.
 - Provide trustees with clear guidelines on what is considered a reimbursable expense.
 - Comply with legal and regulatory requirements for charity governance.
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2. Purpose of the Policy

The purpose of this policy is to:

- Outline the types of expenses that trustees can claim.
 - Set out the procedures for claiming expenses and the approval process.
 - Ensure that all expense claims are reasonable, necessary, and properly documented.
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3. Scope of the Policy

This policy applies to:

- All trustees of AVP Stoke.

- Any individual acting as a trustee for AVP Stoke, whether or not they are currently serving on the board.

The policy applies to:

- **Travel:** Any travel expenses incurred while performing trustee duties.
 - **Accommodation:** If overnight stays are necessary for trustee duties.
 - **Meals and Subsistence:** Expenses related to meals and other basic requirements when attending trustee meetings or other charity-related events.
 - **Other Miscellaneous Expenses:** For example, postage or telephone costs related to trustee duties.
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4. Types of Reimbursable Expenses

AVP Stoke will reimburse trustees for the following reasonable expenses incurred while performing their duties:

4.1 Travel Expenses

- **Public Transport:** Train, bus, tram, and tube fares.
- **Private Vehicle:** Mileage for using a personal vehicle for charity-related travel, reimbursed at the current HMRC mileage rate.
- **Taxis:** Only where public transport is unavailable or impractical.
- **Parking:** Costs associated with parking at charity-related events.

4.2 Accommodation

- **Hotel Stays:** If a trustee is required to stay overnight for charity-related purposes, reasonable costs for accommodation may be reimbursed.
- **Bed and Breakfast:** In the absence of hotel accommodation, bed and breakfast fees may be reimbursed for overnight stays.

4.3 Meals and Subsistence

- Reasonable meals and subsistence costs incurred during charity meetings, events, or trustee-related duties.
- A maximum limit per meal will be set by the Board annually.

4.4 Other Reimbursable Costs

- **Telephone and Postage:** Costs associated with making telephone calls or sending post in relation to trustee duties.
 - **Training and Conferences:** Reasonable costs for any training or conferences attended by trustees that are directly related to their role and responsibilities.
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5. Non-Reimbursable Expenses

The following types of expenses will not be reimbursed by AVP Stoke:

- Personal expenses unrelated to charity activities.
 - Any fines, penalties, or charges incurred while travelling (e.g., parking fines).
 - Any entertainment expenses not directly related to trustee duties.
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6. Procedures for Claiming Expenses

6.1 Submitting an Expense Claim

- Trustees must submit an **Expense Claim Form** to request reimbursement for eligible expenses.
- The form must include:
 - A clear description of the expense.
 - The date the expense was incurred.
 - Receipts or other documentation (e.g., ticket stubs, hotel invoices) to support the claim.
 - The total amount being claimed.

6.2 Approval Process

- The claim form must be submitted to the **Treasurer** for review.
- The Treasurer will check the expenses for accuracy, eligibility, and alignment with this policy.

- If the Treasurer is satisfied, they will submit the claim to the **Chair of Trustees** for final approval.
- Any claims involving the Treasurer or Chair must be approved by another trustee.

6.3 Reimbursement Timeline

- Expenses will be reimbursed within **30 days** of receipt of the expense claim and necessary documentation.
 - Reimbursement will be made via **bank transfer** to the trustee's nominated account.
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7. Documentation and Record-Keeping

AVP Stoke will maintain clear records of all trustee expenses, including:

- The details of each claim.
- The amount reimbursed.
- The date of approval.
- Receipts and supporting documentation.

These records will be stored securely and reviewed annually as part of the charity's internal audit process.

8. Transparency and Accountability

To ensure transparency:

- A summary of all trustee expenses will be included in the **charity's annual report** and financial statements (without disclosing personal information).
 - The charity will ensure compliance with the Charity Commission's guidance on trustee expenses and remuneration.
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9. Review and Monitoring

This policy will be reviewed at least annually by the Board of Trustees to ensure that it remains appropriate, fair, and in line with best practices and legal requirements.

Any changes to this policy will be agreed by the Board of Trustees and documented accordingly.

Last reviewed: 1st January 2025

10. Governance and Compliance

This policy is designed to comply with UK charity law, including the **Charities Act 2011**, the **Charity Commission's guidance** on trustee expenses, and other relevant legislation. It is important that all trustees follow this policy to ensure good governance and financial transparency.