

1. Reimbursement

- 1.1 Trustees, Members, Supporters or Volunteers should be reimbursed for payments made on behalf of the charity for capital items (for example: the purchase of an item for our Library of Things) or for on-going service provision (for example: a website).
- 1.2 Reimbursements can only be made for the purchases of items / services agreed by the Board of Trustees (BoT).
- 1.3 Reimbursements can only be made against the presentation of a valid original receipts.
- 1.4 Reimbursement claims must be detailed and submitted using the charity's Reimbursement Claim Form, with valid receipts attached.
- 1.5 Reimbursements for Trustees must be approved by at least two other trustees.
- 1.6 Reimbursements must be claimed within 12 months of the date when the payment was made.

2. Expenses

- 2.1 Trustees, Members or Volunteers may claim reasonable expenses (up to a pre-agreed limit) for: travel, subsistence, accommodation, day-to-day consumable items (for example stationary items), etc. incurred when engaging in projects / activities organised through the charity, but only if the Trustees have agreed that expenses can be claimed for the said project / activity.
- 2.2 The option to claim expenses for a charity project / activity must be agreed by a majority of Trustees in advance of the event.
- 2.3 A pre-agreed limit of expenses for any individual person at a particular project / activity / event will be set in advance by the Trustees.
- 2.4 What constitutes reasonable expenses for a particular project / activity / event will be agreed between the project / activity / event leader and the Board of Trustees, but this may include: travel costs, subsistence costs, accommodation costs and other, pre-agreed, out-of-pocket expenses in-line with the details given in clauses 2.4.1 to 2.4.3.
 - 2.4.1 Travel: we encourage claimants to use a mode of transport which would result in the lowest possible carbon emissions; if different modes of transport would result in similar carbon emissions, we require claimants to use the cheapest mode. Claims can be made for standard class rail travel, bus fares, for mileage when using a private vehicle or bicycle. Mileage rates (standard HMRC) are as follows: 45p/miles for a car/van (<10,000 miles), 25p/miles for a car/van (>10,000 miles), 20p/miles for a bicycle.
 - 2.4.2 Subsistence: claims can be made for subsistence costs incurred in circumstances when the claimant requires subsistence when undertaking a specific project / activity / event. We encourage all claimants to minimise the purchase of meat / dairy products and, where possible, adhere to a planetarian diet.

2.4.3 Accommodation: claims can be made for accommodation costs incurred in circumstances when the accommodation is an essential requirement for undertaking the project / activity / event concerned.

2.5 With the exception of mileage claims, expenses can only be made against the presentation of a valid receipt.

2.6 Expense claims must be detailed and submitted using the charity's Expenses Claim Form, with valid receipts attached.

2.7 Expenses for a specific project / activity / event must be claimed within 3 months of the date of this activity.

3. Payments

3.1 All payments of expenses or reimbursements will be made by cheque.

3.2 Our bank mandate requires that all charity cheques must be signed by two Trustees.

3.3 At least three Trustees must be approved to sign cheques. This ensures that an individual Trustees who is in a position to sign cheques will never be required to sign a cheque on their own behalf.

Date Policy Adopted: _____

Date of Policy Review: _____