

Victoria Village Hall, Abersychan

Trustee Expenses Policy

Adopted on: March 2025

1. Purpose

This policy sets out the circumstances under which trustees of Victoria Village Hall, Abersychan may claim reimbursement for expenses incurred while carrying out their duties. It aims to ensure that no trustee is financially disadvantaged for their voluntary service and that all claims are fair, transparent, and in line with Charity Commission guidelines.

2. Scope

This policy applies to all members of the Management Committee acting as trustees of Victoria Village Hall, Abersychan. It covers out-of-pocket expenses incurred while performing trustee duties.

3. Principles

- Trustees serve on a voluntary basis and are not paid for their time.
- Trustees are entitled to be reimbursed for reasonable expenses that they personally incur in carrying out their official duties.
- All claims must be supported by valid receipts or documentation.
- Reimbursement must not be used to disguise payments for services or to avoid proper contracts or agreements.

4. Eligible Expenses

a. Travel

- Public transport fares (bus, train, etc.)
- Mileage at HMRC's approved rate (currently 45p per mile for cars)
- Parking fees and tolls (but not parking fines)
- Taxi fares (only where public transport is not practical)

b. Subsistence

- Meals and refreshments where necessary for attendance at full-day meetings or events away from home (limits may apply)

c. Postage and Stationery

- Costs incurred for trustee-related correspondence, printing, or administration

d. Telephone and Internet

- Reasonable costs for trustee business if personal resources are used

e. Training and Development

- Fees for trustee training or events approved in advance by the Committee

f. Childcare or Carer Costs

- Reasonable costs incurred to enable attendance at meetings or events (with prior approval)

5. Ineligible Expenses

The following will not be reimbursed:

- Alcoholic drinks
- Fines or penalties
- Personal items
- Costs without valid receipts (except mileage)

6. Claiming Process

1. Trustees must submit claims using the official ****Expense Claim Form****.
2. Claims should be made within 30 days of the expense being incurred.
3. All claims must be accompanied by receipts (except mileage).
4. Claims will be reviewed and authorised by the ****Treasurer**** (or Chair, if the Treasurer is making a claim).
5. Approved claims will be reimbursed via bank transfer.

7. Review and Monitoring

This policy will be reviewed annually by the Committee, or earlier if required by changes in charity law or financial practice.

8. Approval and Sign-Off

This policy was approved and adopted by the Victoria Village Hall, Abersychan Management Committee on:

Date: _____

Chairperson's Name: _____

Signature: _____