

# Trustees' Expenses Policy

## Who is covered by this policy?

All CCAW's trustees.

## What is covered in this policy?

This policy outlines what expenses trustees may claim and how CCAW will reimburse them.

## Purpose

The purpose of this policy is to ensure that trustees understand under what circumstances they can claim expenses for their work as a trustee.

## The policy

CCAW aims to ensure that no existing or potential trustee is excluded from acting as a trustee on the basis of their financial circumstances. To achieve that, CCAW will reimburse reasonable expenses incurred by trustees on CCAW business.

## Guidelines

If trustees have incurred valid expenses, they should provide full details (including receipts or invoices and their bank account information) to the Treasurer, who will authorise the expenses and arrange reimbursement.

Examples of valid reimbursement include:

- the reasonable cost of travelling to and from trustee meetings and on charity business;
- the reasonable cost of childcare while attending trustee meetings;
- the cost of postage and telephone calls on charity business;
- communication support such as the cost of translating documents into braille or another language;
- the cost of providing special transport for trustees with disabilities;
- the cost of necessary reasonable overnight accommodation and subsistence while attending trustee meetings or other essential events.

Examples of costs that CCAW will *not* reimburse include:

- the loss of earnings while carrying out trustee business;
- payments for specialist skills and services;
- flat-rate expense payments (e.g. £5 per meeting);

payments for costs which are incurred regardless of extra use, such as telephone line rental;  
payments for car mileage that are above HM Revenue and Customs limits.

Trustees expenses will only be reimbursed with a valid receipt.

CCAW encourages trustees to incur only minimal costs and to defray expenses in other ways if legitimate or reasonably practicable.

*This policy was adopted by the Trustees of The College of Catholic Anglican Women  
on June 18th 2024*