



DIRECTORS' EXPENSES POLICY

Based on National CLT network model policy

Approved by the board on 10th July 2019

To be reviewed by 1 July 2022

Purpose

This policy sets out how claims for allowances and expenses by directors of START should be handled.

Policy

Payments will be approved where expenditure is necessarily incurred to enable a director to perform any governance duty and where START derives a benefit from such activity.

Directors will not be paid attendance allowances or for any loss of earnings.

Claims will also be allowed for:

- **Attendance at training:** Claims will be limited to reimbursing the actual cost of the training as shown on the receipt.
- **Travel and subsistence:** The use of public transport is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. Other travel will be reimbursed according to current HMRC approved mileage rates (<http://www.hmrc.gov.uk/rates/travel.htm>)

Payments of expenses where these have been, or are already met by another body, are excluded from this policy.

Making a claim

Applications must be made to the treasurer prior to incurring an expense unless otherwise collectively agreed at a board meeting. Claims made by the treasurer will be authorised by the chairman. Applications will be considered on an individual basis. Once authorised, claims should be made using the claim form below.

EXPENSES CLAIM FORM

Name of director:

Date of claim:

Reason for claim:

Amount claimed (attach receipt):

Signed (Claimant)

Authorised (Chairman/treasurer)

Date paid: