

# The Leamington Society: Trustee Expenses Policy

Issue 1 18-09-23

## Policy Statement:

This policy outlines the guidelines and procedures for reimbursing trustee expenses incurred in the course of carrying out their duties. The aim is to ensure transparency, accountability, and compliance with the expectations of the charity commission. The organization is committed to managing trustee expenses efficiently and responsibly while maintaining the highest standards of governance.

## Scope:

This policy applies to all trustees of The Leamington Society and covers expenses related to their role and responsibilities within the charity. It provides guidance on eligible expenses, reimbursement procedures, documentation requirements, and approval processes. See also: Paragraph 11 of the constitution of The Leamington Society.

### 1. Eligible Expenses:

- 1.1. Reasonable and necessary expenses incurred by trustees directly related to their role as agreed upon in their role description or defined by the charity's governing documents are eligible for reimbursement.
- 1.2. Common examples of eligible expenses include travel expenses, accommodation, meals, and necessary supplies for meetings or events directly related to the charity's activities.

### 2. Reimbursement Process:

- 2.1. Trustees must submit expense claims within a reasonable timeframe, supported by valid receipts or other appropriate documentation.
- 2.2. Expense claims should be submitted to the Treasurer of the Leamington Society
- 2.3. The claimant should clearly specify the purpose, date, and amount of each expense, along with any additional details required for clarification.
- 2.4. Expenses must be reasonable and incurred in the best interest of the charity. Trustees should always seek value for money and exercise prudence when incurring expenses.

### 3. Approval Process:

- 3.1. The Treasurer will review the expense claim for compliance with the policy and verify the supporting documentation.
- 3.2. If further clarification or additional information is required, the claimant may be contacted for clarification.
- 3.3. Approval for reimbursement will be granted by the Treasurer

### 4. Payment and Record Keeping:

- 4.1. Approved expenses will be reimbursed promptly and paid through The Leamington Society bank account held at Lloyds Bank (e.g., electronic transfer, reimbursement cheque) – authorization will require two designated signatories (as registered with the bank): the Treasurer and one other.
- 4.2. The Treasurer will maintain accurate and complete records of all trustee expense claims, including supporting documentation, approvals, and reimbursements.

4.3. The records will be securely stored in accordance with the charity's data protection policies and made available for audit and review purposes.

5. Review and Compliance:

5.1. This policy will be regularly reviewed by the trustees of The Leamington Society to ensure its continued effectiveness and compliance with relevant legal and regulatory requirements.

5.2. Trustees are expected to familiarize themselves with this policy, abide by its guidelines, and act in the best interest of The Leamington Society when incurring expenses.

5.3. Any breaches or concerns regarding this policy should be reported to the chair of The Leamington Society.

Effective Date:

This policy is effective from 18<sup>th</sup> September 2023 It replaces any previous trustee expenses policy or guidelines and remains in effect until further notice or revision.

The Leamington Society