

DISABILITY POSITIVE

TRUSTEE EXPENSES POLICY

Revision History

Version	Revision Date	Revised by	Section Revised
1.0	22/06/2018	Approved by Board	
1.1	22/08/2018	Board (16/08/2018)	Overnight Accommodation to include £35.00 hospitality gift as alternative
1.2	31/07/2019	LT	8 -change of email address

Document Control

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1 POLICY STATEMENT

Cheshire Centre for Independent Living (*hereinafter referred to as the “Company”*) understands that a clear trustee expenses policy is crucial to the success of the business and to ensure regulatory, statutory and legal compliance with the relevant rules and laws.

The Company does not expect trustees to be out of pocket in respect to work carried out for the charity and encourages all trustees to submit claims for reasonable and proper expenses incurred whilst carrying out their duties.

2 PURPOSE

This purpose of this policy is to ensure that where the Company have obligations under laws, regulations and/or codes of conduct, all trustees are provided with clear guidance on what constitutes reasonable and proper expenses, and the process for claiming; with the aim of ensuring adherence to, and compliance with, such requirements.

3 SCOPE

This policy applies to all trustees within the Company and pertains to the processing of personal information.

4 PRINCIPLES

The Charity Commission has issued guidance on the payment of expenses to charity trustees. The Company's policy follows this guidance; therefore, claims for, and payment of, expenses must be consistent with the following principles:

1. Expenses are refunds by a charity of payments which the Trustee has needed to meet personally in order to carry out his or her Trustee duties. They are not payments for services.
2. Expenditure should be made by the most cost effective means available. Transport by train should be second class. Meeting dates are normally notified 12 months in advance. Wherever possible therefore travel should be booked sufficiently in advance to take advantage of the better value tickets available.
3. The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the Trustee e.g.: elaborate meals, first class rail travel, because under charity law a trustee is not permitted to benefit personally from being a Trustee.
4. Evidence must be provided that the expenditure has been incurred. Please note that our auditors require that every expense claim is fully supported with tickets and receipts. These should be attached to travel claim forms.
5. Expenses are not allowable for the costs of partners who attend a Company event with a Trustee.

5 ALLOWABLE EXPENSES

The Company consider the following legitimate expenses;

- the reasonable cost of travelling to and from Trustee Board and Committee meetings, and on trustee business, including taxi fares where necessarily incurred, and petrol allowances permitted by the HMRC before tax becomes payable (please see section on travel below);
- the reasonable costs of personal assistance support, provided that it is agreed in advance, and in circumstances where a trustee would otherwise be caused hardship or would be prevented from participating in a Trustee Board and Committee meeting (please see section on personal assistance support below);
- the reasonable costs of childcare, provided that it is agreed in advance, and in circumstances where a trustee would otherwise be caused hardship or would be prevented from participating in a Trustee Board and Committee meeting (please see section on childcare below);
- the cost of postage and telephone calls on charity business;
- Communication support: e.g. translating documents into Braille or into different languages; provision of alerting and listening devices, and other special aids for people with a hearing impairment. The Company will provide communication support appropriate to their role for Trustees who request it to ensure the role is fully accessible. Please discuss your needs with the Company Secretary who can make the arrangements for you;
- Reasonable overnight accommodation and subsistence while attending trustee meetings or other essential events, e.g.: specialist or voluntary sector conferences (please see section on overnight accommodation below);

6 PROCESS FOR CLAIMING EXPENSES

All expense claims in respect to attendance at the Company Trustee Board and Committee meetings, and on trustee business, should be submitted on a Trustee Expense claim form and sent to the Head of Finance (contact details below) together with the relevant mileage record and receipts for all costs. Details of expenditure should be itemised (i.e. Travel and accommodation given separately) with the date for each, and start and end times. Claim and Record Forms are available at board meetings or from the Company website.

Expense claims should be made at regular intervals, and preferably by 31st of every month. All expenses for the current financial year should be claimed by 31st March in that year. Any claims pertaining to the previous financial year made after 31st March will not be paid.

Travel by Car

- The Company will pay 45p/mile for any round trip up to 350 miles.
- On a longer round trip, the first 350 miles will be reimbursed at 45p/mile, and all mileage over 350 miles will be reimbursed at 25p/mile.
- The Company will not pay for any claim that exceeds the mileage calculator as per 'AA Route Planner'.
- Parking at the meeting venue may be claimed (if free parking is unavailable) and must be evidenced by a receipt.
- Motoring and Parking fines will not be paid.

Travel by Motorcycle

- The Company will pay 24p/mile for any individual round trip.
- The Company will not pay for any claim that exceeds the mileage calculator as per 'AA Route Planner'.
- Parking at the meeting venue may be claimed (if free parking is unavailable) and must be evidenced by a receipt.
- Motoring and parking fines will not be paid.

Travel by Public Transport

- Train, coach, tube or taxi fares may be claimed and must be evidenced by a receipt.
- Train travel must be 2nd class/economy class.

Personal Assistant Support

- Only hours directly related to the attendance at Trustee Board and Committee meetings, and on trustee business, can be claimed provided that these are not already covered within a social care support plan. **Please note: If any trustee has a Personal Health Budget, then as this is fully funded NHS care, no 'top ups' will be possible to the associated account.**
- In order to allow for variable rates in personal assistance support costs, a rate of payment and the period for which care costs will be payable, must be agreed in advance between the Trustee and the Company Secretary. Agreed costs will be paid to the Trustee upon presentation of a personal assistant support claim form, or invoice (if support is an agency worker).

- The Company will not normally pay for 24 hour care, and will not make payment to a Trustee's partner, spouse or other "Connected Person" within the meaning of charity law. Within this framework of reasonable costs agreed in advance with the Company, the choice of carer, and responsibility for that choice lies with the Trustee.
- A separate form will need to be completed for these expenses, reference "Personal Assistant Support claim form" (obtainable from the Head of Finance). **Please note: expenses claim submitted by trustees for personal assistance support, will be transferred separately from the Company into the associated Personal Budget account, so that the Local Authority can continue to fully audit the care funds within the account. No payment will be made into a personal account.**

Childcare

- Only hours directly related to the attendance at Trustee Board and Committee meetings, and on trustee business, can be claimed;
- In order to allow for variable rates in child care costs, a rate of payment and the period for which care costs will be payable, must be agreed in advance between the Trustee and the Company Secretary. Agreed costs will be paid to the Trustee upon presentation of an invoice or receipts. The Company will not normally pay for 24 hour care, and will not make payment to a Trustee's partner, spouse or other "Connected Person" within the meaning of charity law. Within this framework of reasonable costs agreed in advance with the Company, the choice of carer, and responsibility for that choice lies with the Trustee.

Overnight accommodation

- If the venue of the meeting is more than 2 hours travel time from home (by the shortest route), and the start time of the meeting/event is before 11.00am, budget overnight accommodation and breakfast may be claimed at cost, to a maximum of £100 outside London (£120 in central London), for the night before the start of the meeting. This must be supported by a receipt. If it is a viable option to stay overnight in the house of a friend or relative, then a maximum of £35.00 will be set aside in order to buy a small thank you gift or to pay for a meal for the host, as an alternative.
- Budget Accommodation and breakfast on the evening after meeting has ended may only be claimed if the venue of the meeting is more than 2 hours travel time from home (by the shortest route), and the end time of the meeting is later than 3pm;
- Budget Accommodation should be within 5 miles of the meeting venue, where possible;
- Parking overnight and at the meeting venue may be claimed;
- Motoring and Parking fines will not be paid.

Subsistence

- In normal circumstances the Company will reimburse Trustees for the costs of food up to a maximum of £25 for an evening meal. This must be supported by a receipt.
- The Company will not pay for the cost of alcoholic drinks.

Entertaining external parties

- There may be exceptional circumstances where costs will be incurred in entertaining external contacts on Company business, such as a lunch meeting with funders or trustees from other charities which we are currently or looking to work with. However:
- (a) Entertaining expenditure must be agreed in advance by the Company (please contact the Company Secretary)
- (b) Costs incurred in entertaining external contacts will only be reimbursed by the Company provided that the occasion is clearly one which benefits the Company and not the Trustee.
- (c) A separate form will need to be completed for these expenses, reference "Entertainment claim form" (obtainable from the Head of Finance). **Please note that HMRC requires that entertaining claims must detail all attendees (names and organisation) at the meeting as well as the reason for entertaining.**

7 PAYMENT OF EXPENSES

The Company prefers Trustees to have expenses paid directly into their personal bank account (or Personal Budget account for personal assistance support). Please contact the Head of Finance with a note of your account number and sorting code, and this will be set up for you. The advantage of this method of payment is that it can be arranged within a few days of receiving your claim and will save you having to visit the bank to deposit a cheque in your account.

8 ADDRESS FOR TRUSTEE EXPENSES CLAIMS

By Email

Matt@disabilitypositive.org

By Post

Mathew Lord
Head of Finance
Disability Positive
Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU.