

the
BIG
STORY **TRUST**

Expenses Policy

General

The Charity shall reimburse all reasonable expenses which employees and volunteers have wholly, necessarily and exclusively incurred in the proper performance of their duties provided that they fully comply with this policy.

To reclaim for expenses incurred you should submit a claims form accompanied by receipts (or other satisfactory evidence) for the expenditure to the Director. Expenses will only be paid if approved by the Director and one trustee

If you are uncertain as to whether an expense will be reimbursed you should seek clarification from the Director. Any expenditure in excess of £50 should first be approved by the Director and expenditure over £500 should first be approved by at least one trustee.

Claims for expenses must be submitted promptly or as soon as practicable after the expense has been incurred. Expenses should be submitted no later than the end of the [month following the month] in which the expense has been incurred unless there is exceptional circumstances.

Any attempt to knowingly or falsely claim expenses in breach of this procedure or any guidelines issued by the Charity will result in action being taken under the Charity's disciplinary procedure.

Use of home telephone

Employees may claim for the cost of phone calls on matters relating to the Charity which are made from their home.

Business travel on Charity matters

Employees and volunteers who are required to travel on Charity matters will have their reasonable expenses reimbursed. No reservation for overnight accommodation may be made without the express prior written consent of the Director who will consider whether an overnight stay is necessary.

All travel on Charity matters must be at the [economy rate] appropriate to the relevant means of transport. No air travel may be reserved without the express prior written consent of a trustee.

Employees and volunteers may claim for using their own car on matters relating to the Charity (but not for travel to and from their home and the Charity) at the rate of 45pence per mile or such other rate as the Charity shall determine from time to time.

- *Employees and volunteers should always use the most appropriate form of transport in the circumstances.*



Adoption of this policy

The trustees of The Big Story Trust formally accepted this policy on 27th April 2017.