

CHRISTCHURCH FOOD FESTIVAL EDUCATION TRUST
EXPENSES POLICY

The Christchurch Food Festival Education Trust (CFFET) does not expect Trustees and volunteers to be out of pocket due to their representing, assisting or working directly on behalf of the charity. This policy outlines when a CFFET Trustees and volunteers are entitled to payments and reimbursement and how the monies will be paid.

The Charity Commission has published guidance on reimbursing out-of-pocket expenses incurred by Trustees as in here: ***“Trustee Expenses and Payments” (CC11)***

www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-and-payments

Reimbursements

1. Where a Trustee has purchased an item or items on behalf of CFFET, they are entitled to a reimbursement.
2. Items purchased on behalf of CFFET must have the agreement of a majority of Trustees.
3. Valid documentary proof, such as invoices, receipts and tickets, must be supplied for all items purchased.
4. Claims can be made in the form of an invoice or completion of a claims form.

Expenses

Expenses may be claimed for an expense incurred whilst representing, assisting, or working directly on behalf of the charity of CFFET. Expenses must be agreed to by a majority of Trustees before any costs are incurred.

1. Travel
 - a) CFFET will reimburse the cost of travel incurred whilst carrying out work on behalf of the charity. Claims can be made for travel by:
 - i. Public Transport
 - ii. Taxi
 - iii. Own Vehicle
 - iv. Parking
 - b) Where public transport has been used and where parking charges have been incurred, documentary evidence is required in the form of a receipt or ticket.

- c) Mileage will be paid for travel by own vehicle at a rate agreed by Trustees
- d) Where own vehicle is used whilst carrying out work on behalf of CFFET, it must have valid insurance, valid MOT where appropriate and be taxed.

2. Subsistence

- a) Where a Trustee or volunteer is working more than four consecutive hours on behalf of CFFET, subsistence can be paid. Subsistence will cover, refreshments, meals, and accommodation.
- b) Where a Trustee requires accommodation, this must be agreed in advance by a majority of Trustees not including the claimant.
- c) Claims should be made using a claims form and receipts presented alongside the claims form.

3. Telephone calls

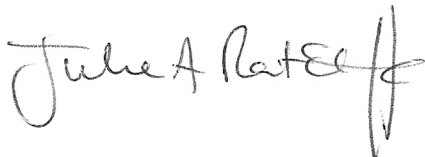
CFFET will reimburse the cost of a call or calls made from personal home telephones, mobile phones or booths made whilst carrying out work on behalf of CFFET. No reimbursement can be claimed where no actual cost has been incurred, such as where the call has been made under their normal free allocation from their service provider.

4. Other expenses

Where a Trustee or volunteer feels they have incurred out of pocket expenses whilst carrying out work for CFFET, that is not covered in 1 – 3 above, this should be referred to the Chairman or Treasurer and then agreed to by a majority of Trustees.

This policy was approved by Trustees On:

DATE: 15th September 2021

Signed: 

This Policy should be reviewed within three years and no later than:

DATE: 14th September 2024