

Trustee Board Expenses Policy

Introduction

This policy sets out the basis on which The Poultry Club of Great Britain Trustee expenses will be reimbursed, and the process for claiming.

The Poultry Club of Great Britain allows the payment of expenses incurred by Trustees on The Poultry Club of Great Britain business, *in reference to the guidance outlined by the Charity Commission in CC11 – Trustee Expenses and Payments.*

The Poultry Club of Great Britain 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 expenses incurred whilst carrying out their duties as a trustee of The Poultry Club of Great Britain.

Principles

The Charity Commission has issued guidance on the payment of expenses to charity trustees. 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 standard class. 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 eg. 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. Tickets and receipts should be attached to travel claim forms.
5. Expenses are not allowable for the costs of partners who attend a Poultry Club of Great Britain event with a Trustee.
6. All expenses must be claimed for during the term of office as an elected trustee; retrospective claims made after a trustee's term of office has ended will not be reimbursed.
7. All expenses claims must be made as soon as possible after they are incurred but no later than 6 months after the incurred date. In exceptional circumstances any late claims would be considered by the board of trustees.

Allowable expenses

The following are legitimate expenses;

1. The reasonable cost of travelling to and from Trustee Board and Committee meetings, and on trustee business. (Trustees may claim for car travel at the rate of 30p per mile, car park, coach or train travel; up to a maximum amount of £150.00 for full trustee board meetings and £100.00 for sub-committee and National show meetings. Trustees are requested to keep their travel expenses as low as possible by making use of advance booking reductions and using the cheapest method of direct transport. Travelling on other business by circuitous routes and staying with friends or family is acceptable providing only the fare for the cheapest route and mode of transport is claimed).
2. The cost of postage for charity business;
3. Communication support: translating documents into Braille for a blind trustee, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment.
4. Providing special transport, equipment or facilities for a trustee with a disability.

In exceptional circumstances travel expenses may be reimbursed to Co-opted members, by the approval of the Chairman or Vice-Chairman, where it is necessary for them to attend a meeting called by the trustee board.

Process for claiming expenses

All expense claims in respect to attendance at The Poultry Club of Great Britain Trustee board meetings and events should be submitted on a Trustee expense claim form and given to a signatory together with receipts for all costs. Details of expenditure should be itemised with the date for each. Forms are available at meetings or from The General Secretary. If in exceptional circumstances a receipt is not available, please ensure that you provide a signed note with an explanation and attach this to your claim form.

Payment of expenses

The Poultry Club of Great Britain will reimburse trustees' expenses, in the form of a cheque, as and when the expense claim form is submitted at each meeting or forwarded to the trustee upon receipt of the expense claim form.

Review

These policies and procedures will be reviewed periodically to ensure compliance with changes in law and equality and diversity legislation.

Adopted on: March 2018

To be reviewed: March 2020

Signed: Louise Carpenter, PCGB Chair