



Policy Statement

Trustee Expenses Policy

About this policy

The Foundation endeavours to provide adequate resources for Trustees to conduct the ongoing business of the organisation. However, it must be able to demonstrate that the Foundation is dedicated to responsible financial controls and to practicing best value. This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.

Reimbursement of expenses

As far as is possible (given availability in Nepal) Trustees should submit receipts, in line with best value prices to the Treasurer for reimbursement.

Expenses properly incurred in accordance with this policy will be reimbursed. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action.

Expenses will only be reimbursed if they are:

- a) as far as is possible, submitted within 28 days of being incurred, or 28 days from return from a visit to Nepal;
- b) supported as far as possible by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips); and
- c) agreed in advance with the Treasurer where required.

Claims for authorised expenses submitted in accordance with this policy will be paid directly into the claimant's bank/building society account.

Travel expenses

The reasonable cost of necessary travel in connection with the charity's business will be incurred. In general, the most economic means of travel should be chosen.

Trains. The cost of standard class travel on trains will be reimbursed on submission of a receipt (unless receipt is unavailable in Nepal).

Air travel. Flights should be booked at the best possible rate and in standard class.

Accommodation and other overnight expenses

Reasonable costs of accommodation whilst on the charity's business will be reimbursed on submission of a receipt (unless receipt is unavailable in Nepal).

Food and incidentals

Reasonable costs of food and other incidental travel costs will be reimbursed on submission of a receipt (unless receipt is unavailable in Nepal).

Other Expenses

The Foundation will reimburse all reasonable expenses incurred through the performance of z trustee's charitable duties.

Last reviewed: June 2024