

Naomi's Garden Trustee Expenses Policy

1. Purpose

This policy outlines the procedures and principles for reimbursing legitimate expenses incurred by trustees of Naomi's Garden while carrying out their official duties. It ensures transparency, accountability, and responsible use of charity funds.

2. Scope

This policy applies to all trustees of Naomi's Garden and covers expenses incurred in fulfilling their responsibilities, including attending meetings, training, and representing the charity at events.

3. Principles

- Trustees should not be out-of-pocket for reasonable expenses incurred while acting on behalf of Naomi's Garden.
- Reimbursements will be made only for actual costs incurred and must be supported by valid receipts or invoices.
- Expenses should be incurred prudently, ensuring cost-effectiveness and good use of charity funds.

4. Eligible Expenses

The following expenses are eligible for reimbursement:

- **Travel Costs:** Public transport fares, mileage at an agreed rate, parking fees, and tolls when attending meetings or charity-related events.
- **Accommodation and Subsistence:** Reasonable costs for overnight stays and meals when attending events or meetings requiring extended travel.
- **Training and Development:** Fees for approved training courses, conferences, or workshops relevant to trustee duties.
- **Communication Costs:** Postage, telephone, or internet costs incurred specifically for charity-related duties.
- **Other Approved Expenses:** Any other necessary and reasonable expenses approved in advance by the Chair of Trustees.

5. Reimbursement Process

- Trustees must submit an expense claim form with supporting receipts.
- Claims should be submitted within one month of incurring the expense.
- All claims will be reviewed and approved by the Treasurer or Chair of Trustees before reimbursement.
- Payments will be made via bank transfer within a reasonable timeframe.

6. Non-Reimbursable Expenses

The following are not eligible for reimbursement:

- Costs unrelated to trustee duties.
- Alcohol or entertainment expenses.
- Fines, penalties, or personal expenses.
- Expenses incurred without prior approval where necessary.

7. Policy Compliance and Review

- Trustees are responsible for adhering to this policy and ensuring all claims are honest and accurate.
- Any fraudulent claims will be subject to investigation and potential disciplinary action.
- This policy will be reviewed annually to ensure compliance with financial regulations and best practices.

For any queries regarding this policy, please contact:

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Policy Adopted by Trustees on:

15.01.2025

Policy Last Reviewed on:

04.12.2025

Policy Due for Review on:

04.12.2026
