

## **OutdoorLads Expenses Policy**

### **For trustees, sub-committee members, and staff**

Version 1 – February 2024

To be reviewed every two years. Next review due February 2026

This policy replaces all previous policies, including the expenses section within the OutdoorLads staff handbook.

Separate policies apply to trustee and sub-committee members, and to staff, to reflect the different status of each.

### **Expenses policy for trustees and committee members**

OutdoorLads recognises that those involved in governance of the charity, namely trustees and sub-committee members, will from time to time need to be able to claim expenses incurred in the line of them fulfilling their roles fully.

As a charity, all at OutdoorLads should work to reduce the need for and level of expenses incurred, recognising that this money is the charity's money which could otherwise be used to fulfil our charitable purpose. However, it is also important that legitimate and reasonably incurred expenses are paid, and this ensures that finance is not a barrier to people participating in the governance of the charity.

Separate expenses policies are in place for leaders and for staff (see below.)

1. Trustees and sub-committee members can claim for legitimately incurred and reasonable expenses necessarily incurred in fulfilling their role. This includes travel, subsistence, overnight accommodation.
2. Expense claims will require receipts (ideally VAT receipts) as evidence of payment to be submitted to the office. These may be electronic. No expenses will be paid without the required evidence of expenditure and should be submitted on the expenses claim form. Expenses will be checked by two members of staff before being paid.
3. No expenses should be incurred without first gaining approval from the office (Programme Manager or Finance and Admin Assistant.)
4. All expenses are usually expected to be incurred in line with a known event - for example, a board meeting. If an expense is not in line with such a known event, authority must first be obtained from the office staff.
5. Expenses are not paid for time or any other services.
6. Mileage if incurred is at the same rate as any other OutdoorLads volunteer. However, to reduce costs and for environmental reasons, car sharing is strongly encouraged wherever possible.
7. Rail travel will be for standard class only, and ideally cheaper advance purchase tickets. We will not reimburse booking fees incurred by third party selling sites nor optional travel insurance often available from such third-party sites.

8. No travel outside the UK will be reimbursed.
9. Larger expenses incurred, for example hotel stays and rail travel, will wherever possible, be booked by staff on behalf of the trustee / sub-committee member.
10. If you are required to stay away from home, reasonable accommodation and food and drink will be paid for. However this should be reasonable and not exceeding £25pp per day for three meals, unless prior approval is provided by the office. In practice, if staying away, food and drink are likely to be directly provided by OutdoorLads.
11. Trustees and sub-committee members attending OutdoorLads events as members are not eligible to claim any expenses for participating in that activity. Free places on events may be provided only in connection with volunteering to help deliver the event, as they would be for any other member / leader, for example as a member of the BIG Events Team or as a hostel leader – but not purely in connection with a role as a trustee or sub-committee member.
12. Trustees and sub-committee members who are also event leaders may claim expenses in their event leader role on the same terms as all other event leaders.
13. Expenses should normally be claimed within two calendar months of having been incurred.

### **Expenses policy for staff members**

1. You will usually be reimbursed by OutdoorLads for any reasonable expenses you may incur during the course of your work.
2. To claim expenses, you should use the appropriate Expense Claim Form which must be authorised by your line manager and supported with original receipts (VAT receipts wherever possible) which may be electronic. Photocopied receipts or credit card bills are not permitted.
3. You are expected to exercise judgement and take responsibility for ensuring your expenses are reasonable, necessary and justifiable. Normally, the most cost-effective mode of travel should be used. However, it is accepted that there may be occasions where the cheapest mode of transport may not be the most practical or cost effective (e.g. when time could be saved or better used).
4. Rail travel will be for standard class only. We will not reimburse booking fees incurred by third party selling sites not optional travel insurance often available from such third-party sites.
5. Travel outside the UK requires prior agreement from the board of trustees.
6. Business mileage can be claimed in accordance with HM Revenue and Custom's approved mileage rate in force at the time, (currently 45p per mile for up to 10,000 miles a year.)
7. If using your own car, you must ensure it is properly insured for business purposes.

8. You should also keep a record of all business mileage incurred as this is required for tax purposes.
9. All Business mileage claims must be included on the Expense Claim Form and submitted to the employee's line manager for approval. VAT fuel receipts should be included.
10. Road tolls or congestion charges and parking may be claimed.
11. You are responsible for any fines incurred (road traffic, parking, speeding, use of mobile phones whilst driving). For hired cars or vans, any fines settled by OutdoorLads must be reimbursed to us by you.
12. Where practicable, car sharing is strongly encouraged.
13. The cost of meals may be claimed for journeys requiring you to be absent from your normal place of work for periods of more than five hours. As a benchmark, £6 for breakfast, £6 for lunch and £15 for evening dinner.
14. Expenses may be claimed for reasonable costs associated with the entertainment of clients, prospective clients or in pursuit of the generation of new business, but these should be approved in advance by your line manager.
15. Your reasonable costs will be covered whilst working away at OutdoorLads events, including food and drink.