

# East Grinstead Memorial Estate Ltd

## Policy No. 10 Trustee Expenses

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### Purpose of the Policy

- To ensure the charity's financial assets are managed responsibly, including costs incurred in the day-to-day administration of the charity.
- To ensure Trustees are reimbursed fully and in a timely manner for any legitimate expenses they incur on behalf of EGMEEL.
- To ensure there is a clear framework for incurring, authorising and recording Trustee expenses.

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### Policy

- As far as possible, EGMEEL expenditure will be settled centrally via direct accounts with suppliers.
- Trustees may need to incur modest ad-hoc expenses on behalf of EGMEEL. Examples could include mileage, purchase of secretarial supplies, IT and associated minor costs. Cumulative expenses of up to £750 can be incurred by a Trustee and submitted for settlement without the need for a prior quorum board approval.
- If a Trustee wishes to claim for mileage expenses i.e. where the Trustee uses their own vehicle for EGMEEL business, these will be paid at the rates published on the UK government website. <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>. In such cases, the Trustee must have notified their own insurer that they are using their car for the charity's purposes.
- All expenses claims must be submitted in a timely manner with supporting documentation and, as far as possible, before the close of the financial year to which they relate.
- Expenses will be settled to the Trustee's nominated bank account normally within one working week of receipt.

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### Responsibilities

- All Trustees: must ensure value-for-money is obtained when incurring ad-hoc expenses on behalf of EGMEEL and must maintain appropriate proof of purchases.
- The Treasurer must ensure all expenses claims are handled in a timely manner and must ensure all expenses are properly recorded and reconciled against EGMEEL's bank records.

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### Approval

This policy was approved by the EGMEEL Board on ..... 16th January 2024 .....  
And an annual review is due on or before ..... 28th February 2025 .....



Lloyd Richards, Chairman