East Grinstead Memorial Estate Ltd

Policy No. 10 Trustee Expenses

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 EGMEL.
- To ensure there is a clear framework for incurring, authorising and recording Trustee expenses.

Policy

- As far as possible, EGMEL expenditure will be settled centrally via direct accounts with suppliers.
- Trustees may need to incur modest ad-hoc expenses on behalf of EGMEL. 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 EGMEL 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.

Responsibilities

- All Trustees: must ensure value-for-money is obtained when incurring ad-hoc expenses on behalf of EGMEL 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 EGMEL's bank records.

Approval

This policy was approved by the EGMEL Board on ……6th October 2026

And an annual review is due on or before ……6th October 2027

[redacted]

Oct 15, 2026

box SIGN 4L66YWRX-1596YQ7Y