

***Henry, Duke of Cleveland Charity***  
***Registered charity No. 221407***  
***Member of the Almshouse Association (No. 1360)***

## **Expenses Reimbursement Policy and Procedures**

### **1. Introduction**

The Expenses Reimbursement Policy outlines the procedures and guidelines for claiming reimbursement of expenses incurred while performing duties on behalf of The Henry, Duke of Cleveland Charity. This policy ensures that all expenses are managed fairly, transparently, and in accordance with the charity's financial regulations.

### **2. Objectives**

To provide clear guidelines for claiming reimbursement of expenses.  
To ensure that all expenses are reasonable, necessary, and properly documented.  
To maintain financial integrity and accountability.

### **3. Scope**

This policy applies to all staff, volunteers, and trustees of who incur expenses while performing tasks related to their roles within the charity.

### **4. Eligible Expenses**

Expenses eligible for reimbursement include, but are not limited to:

- Travel: Public transportation fares, mileage (at the approved rate), parking fees, and tolls.
- Accommodation: Reasonable costs for overnight stays when travel exceeds one day.
- Meals: Costs for meals incurred during business travel or events, within specified limits.
- Supplies: Costs for materials or supplies directly related to charity activities.
- Other: Any other expenses pre-approved by the charity that are necessary for performing duties.

## 5. Ineligible Expenses

The following expenses are not eligible for reimbursement:

- Personal expenses not directly related to charity activities.
- Alcoholic beverages.
- Fines or penalties (e.g., parking fines).
- Costs incurred by family members or friends.

## 6. Reimbursement Process

**Pre-Approval:** Obtain prior approval from the chair of the trustees for any anticipated expenses, particularly for large or unusual items.

**Documentation:** Submit original receipts or invoices for all expenses. A detailed explanation of the expense, including the purpose and date, must accompany the receipts.

**Expense Report:** Complete an expense report form, providing a clear breakdown of all expenses incurred. Attach all supporting documentation.

**Submission:** Submit the completed expense report and supporting documentation to the Clerk within 30 days of incurring the expense.

**Approval:** The Clerk will review and verify the submitted expenses. Approved reimbursements will be processed by bank transfer.

## 7. Mileage Reimbursement

Mileage will be reimbursed at the rate set by HMRC. Log mileage accurately, including the purpose of travel and the starting and ending points.

## 8. Accommodation and Meals

Accommodation and meal expenses should be reasonable and in line with standard rates. Receipts must be provided for all accommodation and meal expenses.

## 9. Compliance and Auditing

All expense claims are subject to review and audit to ensure compliance with this policy. Any discrepancies or issues identified during the review process will be addressed promptly.

## 10. Changes and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in financial practices, regulations, or organisational needs. All staff, volunteers, and trustees will be informed of any changes.

## 11. Approval

This policy has been approved by the Body of Trustees of The Henry, Duke of Cleveland Charity.

Signature:

Position:

Date: