

The Order of Malta Volunteers – Expenses Policy for Trustees

(registered company no. 09801949, registered charity no. 1164242)

POLICY REFERENCE	
Function	For information and guidance
Status	Approved & issued
Scope	Trustees
Owner	Eddie Pease
Version	2.0
Date approved by board	September, 2018
Date for review	September, 2019

Introduction

1. It is policy of the Order of Malta Volunteers (“the OMV” or “the Charity”) to reimburse all reasonable expenses incurred by Trustees of the Charity (“the Trustees”) in carrying out the business of the Charity. The Charity has a duty to minimise any expenditure that is not directly charitable. The Trustees are therefore expected to keep expense claims to a minimum and, in the event that they claim reimbursement, to record, explain and justify such expenses properly and transparently. In general, Trustees are expected to meet their own expenses
2. The Charity must publish this Policy on its website.

Criteria for reclaiming expenses

3. This Policy sets out the criteria against which expenses will be deemed reclaimable or not. These criteria are not exhaustive, but provide guidance. If a Trustees is in doubt, they should seek further guidance from the Chairman of the Board of Trustees. The policy is based on three key principles:
 - i. **Necessity:** any expense for which a claim is made must be completely necessary for the Trustee to carry out an activity on behalf of the Charity; and it should represent a genuine cash cost for which the Trustee has been left out of pocket.
 - ii. **Best value:** the cost should be kept to an absolute minimum wherever possible.
 - iii. **Reasonableness:** the expense must be reasonable in relation to the activity being carried out; and Trustees should always consider cheaper alternatives.

Expenses that the OMV will not normally reimburse

4. There are certain expenses for which Trustees will not normally be reimbursed by the Charity. These include:
 - i. travel within London (Underground, buses, etc.)
 - ii. travel to and from Board meetings
 - iii. taxis, unless there is no alternative transport or specific circumstances require them
 - iv. any single expense under £10 (although please ask for guidance if you have a number of such expenses)
 - v. alcohol or food (subject to specific guidance below)

5. In order to claim an expense, Trustees should email the Charity's Treasurer (treasurer@omv.org.uk) providing details of the expense, the activity to which it related and bank account details. Claimants should also attach a scan of all receipts. Any expense claim should be submitted with a month of when it was incurred. The Charity will reimburse expenses by bank transfer as soon as possible.

Specific guidance:

6. **Travel:** The Charity will reimburse the actual cost of a second-class train (or bus) ticket from your nearest home station to the destination. Mileage will be paid at 25p per mile, based on the most direct route. If travel costs are likely to exceed £50, Trustees should consult the Chairman of the Board of Trustees in advance.
7. **Telephone calls:** The Charity will reimburse the actual cost of telephone calls related to the business of the Charity. In general, only claims for international telephone calls will be considered for reimbursement. Trustees should supply an itemised bill identifying each call and the associated charge. In cases where significant expenditure has been incurred, the Charity will reimburse the actual cost.
8. **Per diem payments:** If a Trustee is away from home for more than 24 hours on the Charity's business, he or she may claim a £20 *per diem* payment as a contribution towards food and other incidental costs. If the Trustee is provided with either lunch or dinner, this will be reduced to £15. Receipts are not required; but a Trustee may not claim the actual cost of any meals. If a Trustee is away for more than 24 hours the reasonable cost of a hotel will be reimbursed; but such expenditure should be approved in advance by the Chairman of the Board of Trustees.

Review

9. The Policy owner must keep up to date with relevant legislation and Charity Commission guidance and update this Policy whenever necessary. The Board of Trustees must approve the revised version.
10. The Policy owner must review the annually and either submit a revised policy for approval by the Board of Trustees or confirm in writing to the Chairman of the Board of Trustees that the current version of this Policy is still fit for purpose.
11. The Board of Trustees must formally review and re-approve this Policy every five years.