



Trustee Expenses Policy and Procedures



Purpose

The purpose of this policy is to outline the conditions under which trustees of the Rehmat Educational Foundation may claim expenses, ensuring that they are reasonable, necessary, and in accordance with the guidelines set forth by the Charity Commission for England and Wales.

Scope

This policy applies to all trustees of the Rehmat Educational Foundation.

Eligibility

Trustees may claim expenses which are wholly, necessarily, and exclusively incurred in the performance of their duties as a trustee.

Types of Expenses Covered

1. Travel Expenses

- Public transport: Receipted costs of trains, buses, and taxis.
- Private vehicle: Mileage allowance at the approved rates.
- Parking and toll fees.

2. Accommodation and Subsistence

- Reasonable overnight accommodation when required for foundation business.
- Meals and beverages (alcohol is not claimable) when staying overnight or if meetings extend over usual mealtimes.

3. Communication Costs

- Postage, telephone calls, or internet charges incurred for foundation purposes.

4. Training and Development

- Costs associated with training programs or conferences related to trustee roles and approved in advance by the board.

5. Miscellaneous

- Any other reasonable expenses incurred in the performance of trustee duties, subject to prior approval by the board.



Procedures for Claiming Expenses

1. Submission of Claims

- Claims should be submitted in a timely manner, preferably within one month of incurring the expense.
- Expense claims must be submitted using the foundation's Expense Claim Form.
- All claims must include original receipts or proof of purchase.

2. Approval Process

- Expense claims must be reviewed and approved by the Chair of the Board or another designated trustee not involved in the claim.
- In cases where the Chair is claiming expenses, another trustee or designated individual should approve the claim.

3. Reimbursement

- Approved expenses will be reimbursed within 14 working days of approval.
- Payment will be made directly into the trustee's nominated bank account.

Monitoring and Reporting

- The foundation will keep a record of all expense claims and reimbursements.
- The board will review these records at least annually to ensure compliance and transparency.

Review of Policy

This policy will be reviewed annually or when there are changes in relevant legislation or charity regulations.

Compliance

All trustees are expected to comply with this policy. Non-compliance may result in disciplinary action and/or the trustee being asked to repay any ineligible expenses.

Contact Information

For questions or further clarification regarding this policy, trustees should contact the Foundation's Secretary or designated contact person.

This policy sets a clear framework for trustees, ensuring all financial activities are conducted transparently and responsibly.