

FIRM FOUNDATION TRUST

Expenses and Travel Policy

Introduction

This Expenses & Travel Policy has been written to clarify to all applicable what can be claimed as legitimate expenses when representing Firm Foundation Trust (FFT). It is relevant to all employees (in the event that there are employees) and trustees of the charity.

The document is a framework that covers the procedure for claiming (and being reimbursed for) reasonable expenses incurred whilst representing FFT. It is recognised that travel to Turkey from the UK will be a regular expense incurred by one (and more as necessary) of the trustees. This is to ensure that the work the Trust supports in Turkey is being carried out as expected. Such trips will also involve opportunities to explore further development of the work the Trust supports and to meet stakeholders and others related to the work the Trust supports in Turkey.

Expectations and Compliance

The expectations on everyone are set out below.

They will;

- Behave honestly, responsibly and within the guidelines of this policy.
- Seek to keep costs to a minimum where possible in line with the best interests of the charity.
- Submit expenses as soon as possible after they have been incurred.
- Provide sufficient details to explain why they have made the purchase and any supplementary details, e.g. if they paid for others.
- Keep all receipts and provide evidence with their claim.

A trustee or trustees authorising and approving expense claims will, in conjunction with the treasurer, ensure;

- Expenses are claimed promptly.
- Check that purchases comply with the policy.
- Re-imburse expenses promptly.

Making a Claim

Anyone making a claim should endeavour to include receipts for claims. It is acknowledged that some can go missing or may not be given, but this should be the exception rather than the norm.

Approving Expenses

Any single expense claim over £1,000 must be approved by two trustees.

Reimbursable Expenses

No-one should be out of pocket when representing FFT. The expectation would be that all legitimate claims should be made by anyone incurring expenses/travelling on behalf of FFT.

The following are guidelines when making travel related expenses:-

- Public transport should be used in preference to taxis and personal mileage where possible.
- Travel claims would include accommodation, meals, communication (Wi-Fi costs for business purposes), car hire & all available transport.
- All travel claims should detail who was involved and the purpose of the expense.
- All travel bookings must be economy class – Individuals can pay extra for a higher class if desired, but this will be at their own expense.
- Car mileage claimed will be set at the normal expenses rate set by the government & should exclude normal travel to your recognised place of work.

The following additional travel expenses can also be claimed –

- Baggage (no more than 2 bags) and advanced seat bookings / selections
- Essential parking
- Foreign currency charges
- Visas & passport expenses
- The hire/use of a GPS with hired cars in unfamiliar locations
- Excess insurance for car hire

Fellowship Expenses/Meals

- Trustees can claim meals/expenses that have been incurred when visiting/entertaining stakeholders or 3rd parties that FFT deal with.
- Good judgement and discretion should be displayed by the person making the claim in these situations.

Any expense incurred by a trustee as a result of representing FFT is permissible where they are out of pocket and the expense is reasonable.

If there is doubt about a potential expense, this should be checked by the person about to incur the expense with the other trustees concerning reasonableness. If approved the expense can be incurred and the claim will be approved.