



Expenses Policy

Last updated: 8 Mar 24

Policy Scope

The FEAST With Us (hereby known as FEAST) Expenses Policy outlines how Employees, Trustees, Facilitators, and Volunteers (referred to as EFTVs) could be reimbursed for all reasonable and necessary expenses incurred during FEAST activities.

Any reasonable expenses incurred by EFTVs in FEAST related activities could be reimbursed.

This includes but is not limited to:

Travel Expenses

Staff and volunteers may expense transportation, accommodation, and subsistence expenses necessarily incurred when going on a business trip. Lunch expenses should not exceed £10 per day. If an overnight stay is required there will be £25 allocated per 24-hour period spent away from home.

Travel Expenses (daily)

Staff may expense travel when required to travel to a different location for work. Travel should be as cost effective as possible. This may include booking in advance when anticipating travel. Travel may not be expenses to your contracted, typical place of work.

Food Top Ups

Staff and volunteers may expense food top ups if necessary for the completion of a FEAST session if there is not sufficient food available on site. Staff should look to minimise extra food top up spending where there is a top up budget provided by the venue.

Personal Equipment

Staff are responsible for the maintenance of equipment used for work, except in circumstances where this equipment was provided by FEAST. FEAST may be able to contribute to repair/maintenance costs for equipment used for FEAST work where appropriate and of reasonable cost. Staff should endeavour to minimise potential maintenance and damage to FEAST equipment.

Personal equipment suggestions are based on the home risk assessment form. Equipment needs should be raised with your line manager and agreed before any purchases are made.

Training

Any training and development needs agreed between staff and management/trustees should be paid for by FEAST. Training and development is not to be expensed unless agreed beforehand with their line manager.

Personal Costs

FEAST will not reimburse any personal costs accrued while at work (e.g. a parking fine). FEAST will also not expense personal equipment such as clothing unless identified as an additional need for your role. Should such equipment be required for any FEAST activities it can be requested from the Operations Manager.

Operational Equipment

Any equipment deemed essential for the operation of FEAST activities and services may be expensed with prior approval from the Operations Manager and/or CEO. Operational equipment should not be purchased unless the expense is approved beforehand.

Expense Detail

All expenses should be approved by the Operations Manager in advance, as laid out in the 'Scope' section of this Expenses Policy.

The timescale and size of expenses are detailed below:

- Staff and volunteer expenses under **£250** can be approved/denied immediately by the Operations Manager.
- Staff and volunteer expenses between **£250-£5,000** are subject to CEO approval and therefore any decision could be delayed. Please anticipate this delay when submitting such a request.
- Expenses **>£5,000** require Trustee Board approval and requests will be reviewed in scheduled Board meetings every two months.
- Expenses incurred by the CEO are approved by the Chair of the Board of Trustees.

- Expenses incurred by Trustees are approved by the Chair of the Board of Trustees or the Treasurer. The Chair will approve expenses incurred by the Treasurer and vice versa.
- All expenses will require receipts for proof of purchase, including VAT amount for relevant purchases, a reason for the expense and the project that the expense relates to. Car travel expenses should include details of the journey made (from, to, distance travelled), reason for travel, and VAT receipt for fuel purchased. Any expenses submitted without receipts may not be paid. This will be reviewed on a case-by-case basis. Claims which are incomplete or inaccurate could be returned for correction or rejected.
- All reasonable expenses submitted by 20th of the calendar month will be approved and reimbursed on the last working day of that month. Expenses submitted after this date will be approved and reimbursed on the last working day of the subsequent month.
- Valid claims will be authorised for reimbursement via direct transfer to claimant's bank account.
- While incurring expenses on FEAST activities, the need for economy should be a priority. Wherever possible travel should be booked in advance and the lowest cost route selected. Cost should be mitigated with as much forward planning as possible.
- All claims submitted for reimbursement of expenses incurred on FEAST activities and/or purchases made on behalf of FEAST will be vetted for compliance with charity law prior to authorisation.

Changes To Policy

FEAST reserves the right to change the Expense Policy to maintain consistency with current best practice, and otherwise to meet the needs of the charity.

Any changes made to the Expenses Policy will be communicated at least 14 days in advance.

References

Charity Commission good practice guidance on Trustee expenses and payments:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/606423/CC11.pdf

Contacting Us

If you have any questions about this policy, please contact us at info@feastwithus.org.uk.

Reviewed and approved on 8 March 2024 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess
Chair of the Board of Trustees

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