

## **Alpha-1 UK - Trustee Expenses Policy**

### **1. Introduction**

Alpha-1 UK recognises that trustees may incur reasonable expenses while carrying out their duties. This policy ensures trustees are reimbursed fairly and transparently, while safeguarding the charity's funds and complying with charity law.

### **2. Purpose**

The purpose of this policy is to:

- Ensure trustees are not personally out of pocket when acting for the charity.
- Set clear rules on what expenses can and cannot be claimed.
- Ensure accountability, transparency, and proper financial control.

### **3. Principles**

- Trustees are **unpaid volunteers** and must not receive remuneration.
- Only **reasonable, necessary, and properly authorised expenses** may be claimed.
- All claims must be supported by receipts and approved in line with financial controls.

### **4. Scope**

This policy applies to:

- All Trustees of Alpha-1 UK
- Alpha-1 UK Committee members

### **5. Claimable Expenses**

Trustees may claim expenses that are:

- Wholly, exclusively, and necessarily incurred while carrying out trustee duties.

Examples include:

- Travel to meetings or events (public transport, mileage)
- Accommodation and subsistence where attendance requires overnight stay
- Reasonable refreshments when travelling
- Costs of accessibility or caring responsibilities incurred to enable participation
- Pre-approved training or conference attendance

Mileage will be reimbursed at HMRC approved rates.

## **6. Non-Claimable Expenses**

Trustees may not claim for:

- Loss of earnings
- Childcare or caring costs not directly related to trustee duties
- Fines, penalties, or personal expenses
- Alcohol (unless part of pre-approved subsistence)
- Expenses without receipts (except mileage)

## **7. Expenses Procedure**

### **7.1 Submitting a Claim**

- Trustees must complete an **Expenses Claim Form**.
- Claims must be submitted within **three months** of the expense being incurred.
- Original receipts must be provided.

### **7.2 Authorisation**

- Expense claims must be approved by:
  - The Treasurer or
  - Another authorised trustee who is **not the claimant**
- Trustees must not approve their own claims.

### **7.3 Payment**

- Approved expenses will be paid via bank transfer.
- Payments will be processed in line with Alpha-1 UK's Financial Policy and dual-authorisation requirements.

### **8. Record Keeping**

- All expense claims and receipts will be retained as part of the charity's financial records.
- Records will be available for audit and inspection.

### **9. Abuse or Misuse**

Any misuse of the expenses system may be treated as a serious breach of trust and may result in:

- Repayment of funds
- Disciplinary action
- Further action in line with governance procedures

### **10. Review**

This policy will be reviewed annually by the Board of Trustees alongside the Financial Policy.

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This Expenses Policy is approved by:

**Sam Sharp**  
**Treasurer**  
**1 February 2026**

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