

## 1. Introduction

- 1.1 HEDQF does not expect its staff or volunteers to be out of pocket regarding legitimate expenditure incurred as result of their duties on behalf of the Charity.
- 1.2 The Charity cannot be exposed to refund expenses that may put the financial health of the charity at risk, and therefore all expenses, must have the prior written approval of the Executive.

## 2. Travel Expenses

- 2.1 It is expected that only staff on the payroll or in exceptional circumstances volunteers (as authorised by the Chair) are eligible for travel expenses.
- 2.2 Staff travel expenses are reviewed periodically by the Executive Committee.
- 2.3 Staff can claim the cost of public transport or an equivalent mileage allowance whichever is most economical (in 2019 this was £0.45 per mile). Taxis may only be used in exceptional circumstances and with the prior approval from the Executive Committee.
- 2.4 Trustees and Volunteers are expected to pay for their own travel expenses, save for exceptional circumstances.

## 3. Mobile Phones

- 3.1 Staff, Trustees and Volunteers are expected to use their own phones and all costs arising therefrom.

## 4. Refreshments and meals

- 4.1 Staff, Trustees and Volunteers are expected to pay for their own refreshments and meals, save for charity organised and approved functions, where alternative arrangements may be made, but will be confirmed as part of that event.

## 5. Other Expenses

- 5.1 Any and all expenditure for or on behalf of the charity must first have the prior written approval of the Executive Committee before any expenses are incurred.
- 5.2 Failure to follow any of the above policy may result in expenses not being reimbursed.

## 6. Generally

- 6.1 All claims must be supported by relevant proof of payment/receipts.
- 6.2 Expenses may be paid directly with the HEDQF corporate credit card, by authorised holders.
- 6.3 Any exceptions to this policy can be authorized by the Chair.

## 7. Review

- 7.1 This policy will be reviewed on an annual basis.