

TransLeeds Expenses Policy

TransLeeds board of trustees recognises there may be instances where volunteers, staff and trustees will be required to travel or incur other expenses from time to time to conduct business and to further the mission of TransLeeds.

The purpose of this policy is to ensure that:

- Adequate cost controls are in place.
- Travel and other expenditures are appropriate.
- To provide a consistent and timely approach to reimbursement of authorised expenses.

What can volunteers, staff and trustees of TransLeeds claim expenses for?

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any staff/volunteer duty or, for trustees, governance duty.

Expenses will be paid on the provision of a receipt, or at the rate set out in this policy.

Trustees and staff are permitted to claim expenses in the following instances, on a case-by-case basis and with prior approval from the board of trustees.

Travel:

- Travel to and from TransLeeds events, including support groups and socials.
- Travel to and from attending transition related appointments with service users, where the member of staff/trustee is acting as their advocate.
- Travel to and from delivering essential transition related items to service users (e.g. Binder library, clothes swap).
- Parking fees incurred from any of the above stated travel expenses.

Any other travel related expenses would be decided on a case-by-case basis and subject to approval from the board of trustees.

Bus/train travel and parking fees will be reimbursed on production of a receipt or ticket for the value claimed. First class train tickets will only be reimbursed if evidence is produced to show they were the only appropriate ticket option, or that they were the cheapest ticket option available. Fuel cover will be reimbursed at 45p per mile and to be tracked using a log that gives distances, dates, times and reasons for travel.

Food & Drink:

- Buying food and drink to cater a TransLeeds support group or social event.
- Providing service users on a low income with a refreshment at events held in coffee shops, one drink and one food item from the menu per person.

Any other food & drink related expenses would be decided on a case-by-case basis and subject to the approval from the board of trustees.

Food & drink expenses will be reimbursed on the production of a receipt for the value claimed.

Other expenses:

Expenses claimed that fall outside those listed in this policy must be approved by the board of trustees prior to making a claim. Trustees may only approve expenses that are directly related to TransLeeds duties or events, and that are proportional to the needs of the duty/event.

When and how to claim expenses:

Expenses must be claimed on a monthly basis with the deadline for the previous month's expenses being the 14th of the month following. Claims and receipts must be emailed to the treasurer at treasurer@transleeds.org.

This policy was agreed to and adopted on 11/05/2022 by the board of trustees of TransLeeds.