



Trustees Expenses Policy

Purpose and Scope

This policy applies to Growing Resilience in Teens (GRIT), a Charitable Incorporated Organisation registered number 1176272.

GRIT recognises that Trustees give their time and expertise voluntarily and should not be out of pocket when carrying out their trustee duties. This policy sets out the principles and procedures for reimbursing reasonable and necessary expenses incurred by Trustees in the course of their role.

This policy applies to all members of the Board of Trustees and should be read in conjunction with GRIT's Financial Management Policy and Trustee Policy.

This policy aligns with guidance from the Charity Commission for England and Wales on trustee expenses and payments.

1. Principles

- Trustees serve in a voluntary capacity and are not paid for their role.
- GRIT is committed to ensuring that financial circumstances do not prevent individuals from serving as Trustees.
- Trustees may reclaim reasonable and necessary out-of-pocket expenses incurred while carrying out trustee duties.
- Expenses must be incurred solely for GRIT purposes and represent value for money.
- Reimbursement of expenses is intended to remove financial barriers to participation and does not constitute personal benefit beyond legitimate cost recovery.

2. Eligible Expenses

Trustees may claim reimbursement for the following, where incurred wholly and exclusively in connection with trustee duties:

- **Travel costs** to and from meetings or GRIT events:
 - Public transport (standard class)
 - Mileage for private vehicles at HMRC-approved rates
- **Accommodation and subsistence** for overnight stays, where agreed in advance
- **Childcare or carer costs** incurred as a direct result of attending trustee meetings or duties
- **Training or conference costs** relevant to the trustee role, where pre-approved by the Chair
- **Access or support needs** to enable full participation (e.g. interpreter or support worker fees)

3. Expenses That Will Not Be Reimbursed

GRIT will not reimburse:

- Loss of earnings or honoraria
- Fines or penalties (e.g. parking tickets)
- Alcoholic beverages
- Personal expenses not directly related to trustee duties

4. Approval and Claims Process

- All expenses must be reasonable, necessary, and proportionate.
- Where possible, expenses (particularly travel, accommodation, and training) should be agreed in advance with the Chair.
- Claims must be submitted using GRIT's expense claim form, with receipts or appropriate proof of expenditure attached (except where this is not reasonably possible).
- Claims should normally be submitted within 30 days of the expense being incurred.
- Expense payments will be made in line with GRIT's financial controls and authorisation procedures.
- Expense claims submitted by Trustees must be authorised in line with GRIT's financial controls and must not be approved by the claimant.

5. Governance and Oversight

- Trustee expenses are monitored as part of GRIT's financial management and reporting processes.
- The Board of Trustees retains overall responsibility for ensuring that expense reimbursements comply with charity law and best practice.
- Any concerns about trustee expenses or potential conflicts of interest will be managed in line with GRIT's Managing Conflicts of Interest Policy.
- Records of trustee expense claims will be retained in line with GRIT's financial record-keeping requirements.

6. Policy origin and status

This policy has been created by extracting and consolidating the trustee expenses provisions previously contained within GRIT's Financial Management & Accounting Policy.

The principles and controls set out here reflect existing trustee-approved practice and do not introduce new expense entitlements or financial commitments. The policy has been presented as a stand-alone document for clarity, transparency, and ease of reference.

7. Review of Policy

This policy will be reviewed every three years, or sooner if required due to changes in legislation, HMRC guidance, or organisational practice.

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- Created by Jodie Chillery on 20/09/22
 - Updated by: Rebecca Kelly (CEO) 05/05/26
 - (Previous update: James O'Mara (Finance and Operations Manager) and Rebecca Kelly (CEO) on 9/4/25)
 - Approved by Dr Louise Randall, Chairman

Signature:

Dr Louise Randall

Date:

22/05/2026

- Next review date: 05/05/29