

## **Expenses Policy**

### **Introduction**

This policy outlines the procedures and guidelines for claiming expenses incurred while performing duties on behalf of Radio Frimley Park. Our aim is to ensure that expenses are controlled, transparent, and used to maximize the benefit to our cause.

### **Scope**

This policy applies to all employees, volunteers, trustees, and anyone else incurring expenses on behalf of Radio Frimley Park.

### **General Principles**

1. Reasonableness: All expenses should be reasonable, necessary, and directly related to the charity's activities.
2. Documentation: Receipts or other valid proof of expenditure must be provided for all expenses. Claims without receipts may not be reimbursed.
3. Authorization: All expenses must be approved, ideally in advance, by a designated approver (e.g. the Treasurer, or a Trustee).

### **Eligible Expenses**

#### **1. Travel:**

- Public Transport: Standard class fares for trains, buses, and other public transportation.
- Personal Vehicle Use: Mileage allowance at the rate of 40p per mile. Claims must include details of the journey.
- Taxis: Only when public transport is not available, practical, or safe. Justification must be provided.
- Parking: Reimbursement for necessary parking fees. Fines and penalties are not reimbursable.

#### **2. Accommodation:**

- Hotel Stays: Reasonable accommodation costs for overnight stays if pre-approved. Mid-range options should be chosen.
- Meals: A daily allowance of £30 for meals when traveling overnight and subject to production of documentary evidence. Alcohol is not reimbursable.

#### **3. Office Supplies:**

- Stationery and Materials: Necessary for performing duties and pre-approved by the treasurer or a Trustee.

#### **4. Communication:**

- Phone Calls: Reimbursement for business-related calls on personal phones with itemized bills. Prior approval required from the treasurer or a Trustee.
- Internet: Costs for necessary internet use if working remotely, subject to prior approval.

## **5. Training and Development:**

- Courses and Conferences: Expenses for attendance at relevant training courses and conferences, if pre-approved.

## **6. Miscellaneous:**

- Any other expenses that are necessary for the charity's operations, subject to prior approval.

## **Ineligible Expenses**

1. Personal entertainment, including movies, sporting events, and any other expenditure not incurred in the pursuance of Radio Frimley Park's charitable objects.
2. Alcoholic beverages.
3. Fines, penalties, or traffic violations.
4. Non-essential upgrades to travel or accommodation.

## **Claim Process**

1. Submission: Expense claims must be submitted within 30 days of incurring the expense using the prescribed form.
2. Approval: Claims must be approved by the designated approver before reimbursement.
3. Payment: Reimbursements will normally be processed within 14 days of submission.

## **Review and Audit**

All expenses are subject to review and audit to ensure compliance with this policy. Non-compliance may result in non-reimbursement and other actions as deemed appropriate.

## **Policy Review**

This policy will be reviewed annually by the Trustees to ensure it remains effective and appropriate for the charity's needs.

## **Contact**

For any queries or clarifications regarding this policy, please contact the Treasurer in the first instance.

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Radio Frimley Park appreciates your cooperation in adhering to this policy to ensure the responsible use of our funds.

Drawn up	13 <sup>th</sup> July 2025
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Original author	Frank Chambers, Trustee
Person responsible	Treasurer