

TrinityLearning Expenses Policy

This policy applies to all volunteers, trustees and employees of TrinityLearning and lays out how a volunteer, trustee or employee must claim and be reimbursed for reasonable and authorised expenses that are incurred whilst carrying out work for TrinityLearning.

TrinityLearning volunteers will:

- pre-agree expenses with the Education Development Officer.

TrinityLearning expects that all trustees, employees and volunteers will:

- behave honestly, responsibly and within the guidelines of this policy
- seek to keep costs to a minimum, where possible, in line with the best interests of TrinityLearning
- submit expenses as soon as possible after they have been incurred
- keep all receipts and submit all receipts (not just credit card slips)
- provide sufficient details to explain why they have made a purchase and any supplementary details, such as if you paid for other employees.

In addition to this, TrinityLearning expects that the Education Development Officer and Trustees will:

- pre-agree expenses with the TrinityLearning Trustees where possible, or work within pre-agreed budgetary parameters as explained in the TrinityLearning Financial responsibilities policy
- ensure expenses are claimed promptly
- check the purchases comply with the policy
- approve them promptly
- question and reject claims if employees and volunteers have not complied with this policy.

Persistent or deliberate non-compliance with this policy may result in disciplinary action.

Fraud, Bribery and Corruption

TrinityLearning has a zero-tolerance approach to fraud, bribery and corruption. This means that we do not accept any level of fraud, bribery or corruption within TrinityLearning or by any individual representing TrinityLearning. We will always take disciplinary or legal action against those found to have carried out or been involved in any type of fraudulent or corrupt behaviour.

Claiming for expenses not incurred or exaggerating expense claims is a dismissible offence and can result in disciplinary action.

Reimbursable expenses

Travel Related Expenses

- preapproval of trips is required as above
- public transport should take precedence over taxis and personal mileage wherever possible.
- TrinityLearning is a local Abingdon based charity and as such will pay travel expenses from the centre of Abingdon

The following travel related expenses can be claimed:

- Rail and road travel: trustees, employees and volunteers are only allowed to book standard or economy class tickets.
- Mileage: with regards to vehicle mileage and associated fuel costs incurred during TrinityLearning travel, trustees, employees and volunteers are permitted to reclaim mileage at £0.45 per mile in line with current best practice advice. NB. Please ensure that you are insured when using your car for business purposes.
- Taxis: taxi journeys taken during TrinityLearning business trips are reimbursable up to £10 per trip. However, always opt for public transport instead of taxis unless you are in an unsafe area or it is impractical or impossible to do so. Always keep a receipt that includes the date. You can't claim trips between work and home.