

# Trustee expenses Policy

February 2023



## Trustee Expenses Policy

1. The purpose of this policy is to ensure that as a result of travelling or performing any other tasks as part of their post holder duties the Trustees within Lowdham FLAG are not placed at a financial disadvantage. Equally there should be no financial gain from travelling or activities that are necessary to undertake the role of a post holder of Lowdham FLAG.
2. All trustees have a duty to act with care and diligence in the best interests of Lowdham FLAG. Trustees will act with a higher level of care than they may do with their own finances and affairs and this will be reflected in their minimising the expenses that they reclaim.
3. Prior approval for trustee expenses must be obtained from any two of the following trustees:
  - Chairman
  - Hon Treasurer
  - Company Secretary
4. All expenses must be supported by itemised VAT receipts

Date	Changes made	Review date