



<b>Council Member – Volunteer Expenses Policy</b>	
Date of approval by Trustees:	
Date of next review:	July 2020
Prepared by:	Alison Carey – Treasurer.
This policy is the responsibility of, on behalf of the Employer:	WES Chief Executive
Named Trustee on behalf of the Trustees:	Sally Sudworth – Honorary Secretary.

## **WOMEN'S ENGINEERING SOCIETY**

### **Expenses Policy**

This policy sets out the authority to commit WES to expenditure. It acknowledges that the trustees are the custodians of the Charity's assets but that day to day management of the charity is delegated to the CEO and staff. This policy sets limits on that delegated authority.

### **Principles**

This policy is designed to respect the principle of Trustee responsibility while allowing the smooth operation of the charity on a day to day basis. It also acknowledges that WES has a small executive staff and that it is appropriate for there to be controls over expenditure in the form of second sign off where the expenditure or commitment exceeds certain limits or is outside a pre-agreed budget.

### **Limits on authority of Council Members/Volunteers in relation to personal expenditure**

In general council/volunteers should not incur expenditure except in relation to personal travel and subsistence expenditure when on WES business. As a general principle, council/volunteers should aim to keep travel and subsistence costs to a minimum.

WES will reimburse expenditure in relation to attendance at Council meetings which can be incurred without prior approval provided it is in line with the detailed policies set out below.

WES will reimburse expenditure in relation to expenditure necessarily incurred in relation to other WES business provided that the council member/volunteer's attendance has been given prior approval by the WES CEO or WES Senior Management, including an estimate of the costs to be incurred where these exceed £100 and provided it is in line with the detailed policies set out below.

### **Note on funding - Support from other sources**

Many employers / organisations will support their staff's / students' voluntary activities. We encourage all volunteers to seek funding for their expenses from other sources to reduce the costs to WES.

### **Detailed Policy**

#### **Train Travel**

Only second-class train travel is permitted except where the difference in price is less than 10% (e.g. advance fares). Where possible, fixed price tickets should be booked to reduce costs, but not if there is a significant risk that the booked journey will be changed or cancelled with no refund.

### **Air Travel**

Only economy travel is permitted. All International travel to be approved by WES CEO and WES Treasurer prior to booking.

- Where possible, low cost airlines should be booked to reduce costs Tickets should be booked in advance to reduce costs, but not until it is certain that the journey is necessary.

### **Detailed Policy (continued).**

#### **Taxis**

Taxis should be used by exception where there is no reasonable alternative public transport / car option.

#### **Overnight Accommodation**

Overnight accommodation will be reimbursed only

- when away on WES business for more than one consecutive day; or
- where it is not possible to travel on the same day due to the length of the journey / time of the event; or
- where it is cheaper to travel on the day before / after and the travel saving equals / exceeds the cost of accommodation
- Where possible council/volunteers should stay with friends or family.  
Where this is not possible, council/volunteers should stay in 3\* or lower grade accommodation and the per diem cost should not exceed £100 or £200 in London.

#### **Subsistence**

- WES does not reimburse meals while on WES business,
- except when an overnight stay is required when the reasonable costs of breakfast and dinner will be reimbursed.

#### **Mileage**

- Mileage is paid in accordance with HM Revenue & Customs guidance.

#### **Other Expenditure**

- Other expenditure necessarily incurred while on WES business will also be reimbursed but approval should be obtained from WES CEO and WES Treasurer for expenditure more than £100.

#### **Claiming Procedure for Expenses**

- Expenses will only be accepted if submitted on the WES Expenses Form.
- Expenses must be supported by receipts for each claim.
- All expenses need to be claimed within 90 days of the expenditure date being incurred unless agreed by WES CEO/President/Treasurer.
- Electronic copy' of both expenses form and receipts will be acceptable please send to: [operations@wes.org.uk](mailto:operations@wes.org.uk) for acknowledgement and processing.

Anyone who requires further information or has a question in relation to this policy, please contact the Chief Executive on [ceo@wes.org.uk](mailto:ceo@wes.org.uk) (tel. 01438 765506) or the Operations Manager on [operations@wes.org.uk](mailto:operations@wes.org.uk) (tel. 01438 765506).