BHSEA
Birmingham Health, Safety & Environment Association

TRUSTEE / MANAGEMENT EXPENSES

Policy / Procedure

Articles of Association - clause 19.2: 'A member of the Council or Management Committee is entitled to be reimbursed
reasonable expenses properly incurred when acting on behalf of the Association' subject to:
- The expense being incurred wholly and exclusively for the purposes of running the Association.
- As we are a charity, costs / expenses not being able to be met from other sources.
- Agreement from two trustees that the particular expenditure can be incurred, is necessary and reasonable.

Notes:
1. Travelling to monthly meetings is excluded unless the claimant has been given a particular role at a BHSEA event and
is not able to claim from any other source e.g. their employer.
2. If a member is not attending a monthly event it will be expected that they attend any Management or Council meeting on the same day via Zoom which will save time, cost and environmental impact.
3. All expenses related communication including expense claims and receipts may be carried out electronically via email.
4. Expenses claim to be submitted to the Secretary who will seek authorisation for payment from two trustees.
5. Secretary to retain appropriate records for three years.

Month ***Year***

Name ***Date*** ***Signature***

Travel by car

Date	*Journey*	*Mileage*	*Mileage rate*	*Amount*
			0.55	£0.00
			0.55	£0.00
			0.55	£0.00
	Total	**0**		**£0.00**

Travel - other *(VAT receipts to be submitted / included)*

Date	*Description*	*Excl. VAT*	*VAT*	*Amount*
	Total	**£0.00**	**£0.00**	**£0.00**

Purchases *(VAT receipts to be submitted / included)*

Normally, purchases will be made by the Secretary, wherever possible via a purchase order and invoice.

Date	*Description*	*Excl. VAT*	*VAT*	*Amount*
	Total	**£0.00**	**£0.00**	**£0.00**
			TOTAL	**£0.00**

AUTHORISED FOR PAYMENT

Trustee no. 1 (name) ***Date***

Trustee no. 2 (name) ***Date***