



Trustee Expenses Policy Muktangan Educational Trust

Muktangan Educational Trust reimburses trustees and volunteers for expenses incurred whilst carrying out work for Muktangan Educational Trust. It is the responsibility of any such person to minimise the costs incurred within the boundaries of the time available and acceptable levels of comfort. The variation in travel and accommodation expenses between Trustees reflects their specific time commitments and duties, the range of activities they undertake, the location of their homes and other individual factors.

Trustees travelling to meetings and events on behalf of Muktangan Education Trust may claim for travel expenses and subsistence provided that the following requirements are met:

A. Travel

- Travelling by Public transport should take place in second or economy class; first class or business travel should only be used if all other alternatives are unavailable and travelling is necessary.
- Train tickets should be booked up front to receive cheaper rates, whenever possible.
- The mileage for individual journeys in a private car will be calculated at the current rate of 40p per mile.

B. Subsistence

- When an overnight stay away from home is unavoidable in the course of work for Muktangan Educational Trust accommodation should be sought in budget hotels.
- During an overnight stay, the cost of an evening meal will be reimbursed up to a limit of £15 (£20 in London). If breakfast is not included in the price of the accommodation, this may be reimbursed up to the limit of £5.
- If it is a viable option to stay overnight in the house of a friend or relative, then an amount of money will be set aside in order to buy a small thank you gift.

C. Hospitality and meeting costs

- Paying for meals for guests should be the exception rather than the rule.

- When organising a meeting the cost of the room should be taken into consideration. As an alternative to room hire, it can be appropriate to pay for refreshments in a café and reimburse the expenses incurred.
- When volunteers have done a considerable amount of work for the Muktangan Educational Trust, a small thank you gift may be bought.

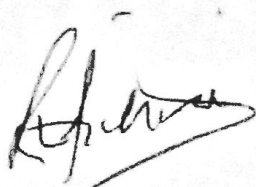
D. Administration costs

- Administration costs incurred for management of the Trust may be reimbursed, this relates to items such as stamps, envelopes, printing paper, folders, empty discs etc.

For all the above receipts must be obtained and declared as per the given format to the treasurer, who will enter this into the Muktangan Educational Trust bookkeeping and store it in designated files.

Date approved by Trustees:

Signatures:



Date next review: