**Landguard Conservation Trust (LCT)**

**Trustee Expenses Policy & Procedure**

**Purpose**

The purpose of this policy is to establish guidelines for trustees’ expenses, ensuring transparency, accountability, and responsible use of LCT’s funds.

**Scope**

This policy applies to all trustees.

**Definitions**

* **Trustee**: An individual serving on the board of trustees.
* **Expenses**: Costs incurred by trustees while performing their duties.

**Procedure**

**1. Eligible Expenses**

1. **Authorised Expenses**: Trustees may claim reasonable and necessary expenses directly related to their trustee duties. These may include travel, accommodation, meals, and other incidental costs.
2. **Pre-Approval**: Trustees must seek pre-approval for expenses from the committee.

**2. Expense Claims**

1. **Documentation**: Trustees must submit detailed expense claims, including receipts or invoices, within a reasonable time frame.
2. **Approval**: The treasurer reviews and approves expense claims.
3. **Timeliness**: Trustees should submit claims promptly after incurring expenses.

**3. Reimbursement**

1. **Payment**: Trustees are reimbursed for approved expenses via bank transfer.
2. **Currency**: Expenses incurred in foreign currency will be reimbursed at the prevailing exchange rate.

**4. Prohibited Expenses**

1. **Personal Expenses**: Trustees may not claim personal expenses unrelated to trustee duties.
2. **Entertainment**: Entertainment expenses (e.g., theatre tickets, social events) are generally not reimbursable.

**5. Record Keeping**

1. **Retention**: Trustees must retain copies of all expense-related documents for audit purposes.
2. **Transparency**: Expense records are accessible to relevant parties (e.g., treasurer, auditor).

**6. Reporting**

1. **Annual Report**: Include a summary of trustee expenses in the accounts if any incurred.
2. **Disclosure**: Trustees should disclose any potential conflicts of interest related to expenses.

**Review and Updates**

* This policy will be reviewed annually and updated as needed.

**Ref:**

Microsoft Bing Co-Pilot (2024), AI generated.