



Charity No 1183575

## Expenses policy

### Eligible Expenses.

Wivey Cares will only pay expenses that are reasonable, incurred exclusively and necessarily in carrying out the work of our charity.

### Approval and Payment. No one may:

- Both authorise and pay a claim.
- Either authorise or pay themselves, or family member or any company in which they have an interest, either directly or through a family member or close friend.

### Administration

Expenses may only be claimed for approved travel and out-of-pocket expenses.

### Submitting Claims

An expense claim form should be completed:

- Attaching original receipts.
- Coded to the appropriate budget line(s).
- And submitted for approval to the chair and treasurer.

### Checking & Approval

Trustees are to check all expenses claims to confirm that:

- The costs incurred were reasonable and necessarily and exclusively incurred in carrying out the work of our charity.
- For approved duties.
- Supported by receipts.
- Comply with the procedures and limits in this policy.

Claims not supported by receipts will only be approved in exceptional circumstances, where it was not reasonably possible to obtain a receipt. This is to be explained in sufficient detail in the claim to demonstrate this is the case.