



Thrombosis Ireland CLG Trustee Board Expenses Policy

Introduction

This policy sets out the basis on which Thrombosis Ireland CLG (“Thrombosis Ireland”) Trustee / board member and Volunteer expenses will be reimbursed, and the process for claiming.

Thrombosis Ireland allows the payment of expenses incurred by Trustees or Volunteers only on Thrombosis Ireland business.

Thrombosis Ireland does not expect Trustees or Volunteers to be out of pocket in respect to work carried out for the charity and encourages all Trustees to submit claims for reasonable expenses incurred whilst carrying out their duties as a trustee of Thrombosis Ireland.

Principles

Guidance has been issued on the payment of expenses to charity trustees and volunteers.

Claims for, and payment of, expenses must be consistent with the following principles:

1. Expenses are refunds by Thrombosis Ireland of costs which the individual has incurred in order to carry out his or her Trustee duties. They are not payments for services.
2. Expenditure should be made by the most cost effective means available. Public transport should be economy class wherever possible; therefore, travel should be booked sufficiently in advance to take advantage of the better value tickets available.
3. The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the individual e.g. business class rail travel, because under charity law a trustee is not permitted to benefit personally from being a Trustee.
4. Evidence must be provided that the expenditure has been incurred. Tickets and receipts should be attached to travel claim forms.
5. Expenses are not allowable for the costs of partners who attend a Thrombosis Ireland CLG event with an individual.

All Trustees or volunteers must at all times be cognisant of minimising costs / expenses associated with their work on behalf of Thrombosis Ireland.

Allowable expenses

The following are legitimate expenses;

1. Reasonable cost of travelling to and from Trustee Board and Committee meetings, and on trustee business. Trustees are requested to keep their travel expenses as low as possible by making use of advance booking reductions and using the cheapest method of direct transport. Travelling on other business by circuitous routes and staying with friends or family is acceptable (providing only the fare for the cheapest route and mode of transport is claimed). Where use of a car is necessary, mileage costs should be no more than those allowable under civil service mileage rates.
2. The cost of postage for charity business
3. The cost of providing special transport, equipment or facilities for a trustee with a disability.

4. The cost of transportation to events with equipment (heavy). It may be necessary to provide transportation to the door of the event and back where car parking is too far away & no help available to carry equipment.

5. In some circumstances where a volunteer needs to be transported early morning or late evening, Taxi's may be necessary.

6. Where appropriate the costs of logistics of countrywide events with regard to the transportation of volunteers and/or equipment.

7. Training costs where the training is deemed necessary to the working of Thrombosis Ireland and is approved by the board.

8. Accommodation costs where accommodation is necessary, should not exceed 4-star standard and not in venues recognised for their leisure / spa facilities.

In exceptional circumstances, travel expenses may be reimbursed to Co-opted members, by the approval of the Board, where it is necessary for them to attend a meeting called by the Board.

Process for claiming expenses

All expense claims in respect to attendance at Thrombosis Ireland Trustee Board meetings and events should be submitted and given to the treasurer together with receipts for all costs. Details of expenditure should be itemised with the date for each. If in exceptional circumstances a receipt is not available, please ensure that a signed note is provided with an explanation and attached to the claim form.

Payment of expenses

Thrombosis Ireland CLG will reimburse trustees expenses, in the form of a cheque or EFT (Electronic Funds Transfer), as and when the expense claim form is submitted to the treasurer.

Supporting Documents

- Expenses Claim Form (Appendix 1)

Document History

Adopted by the Board on: 27 November 2017

Reviewed by the Board 28th May 2018, Dec 1st, 2018 and on 26th August 2019

Reviewed and updated September 2020.

Review

This policy will be reviewed at least once every three years.

Directors as of September 2020

Annemarie O'Neill, Founder	Mel Duignan, Chairman / Treasurer (until role filled)	Lauren Carey, Company Secretary
Karen Collins	Ann O'Sullivan	Garrett Brennan
Barbara Wiseman	Gordon Stewart	Brian Carberry
William Morrin	Noel Carberry	Guvanch Meredov
	Deirdre Kelly	Stephen Dowdall Treasurer

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Appendix 1: Expenses Claim Form (In excel format)

Claim form

Year				
Month:				
Mileage:	0			
Date	No	Description	Relevance to Thrombosis Ireland	Amount
TOTAL				0
Note:				
All expenses to be accompanied by a VAT receipt				
By submitting these expenses, I confirm they were necessary in the course of Thrombosis Ireland work				

Mileage Claim form

Mileage Log:						
Month Ending //						
CURRENT BUSINESS MILEAGE IS xxx						
NOTE: Reimbursement rate is <u>€0.59 for the first 6437km</u> and <u>€0.28 thereafter</u>						
Date	Description of Journey	From	To	Distance KM	Cumulative	Reimbursement €
						-
						-
						-
						-
						-
						-
Total				0	0.59	-
					0	