



## The Online Memorial and Museum of Prisoners of War

Charitable Incorporated Organisation, [registered charity number 1200975](#).

### EXPENSE AND PROCEDURES POLICY

#### **Expenses Policy and Procedures.**

All out-of-pocket expenses on travel, accommodation and sustenance by volunteers will be reimbursed by the Charity provided that prior approval of the activity has been given.

#### **Purpose:**

To ensure that all expenditure is properly authorised and provide a standardised procedure for dealing with expenditure items.

All activities where expenditure may be expected shall have prior approval:

☐ by the either the Chair or the Treasurer where the activity is already covered by the

Trust's approved budget.

☐ by the Board where the activity is not covered by the Trust's approved budget.

This approval shall include the provision of an estimate of all expenditure.

Where travel is expected expenses may be paid for travel, accommodation, and sustenance.

Payment for travel by car will be capped at 25p per mile.

On completion of the approved activity the volunteer shall submit a completed expenses form together with all receipts; see Appendix 1 for the required form.

Approval of expense forms will be by either the Chair or Treasurer.

If the submitted expenses are in excess of the approved budget for the activity the Board shall be immediately informed of the excess together with an impact statement on the excesses impact on the Charity's financial accounts.

Approved by Trustees: 14th Oct 2024  
Due for review October 2025

Change Record:

Date of Change:	Changed by:	Comments:	Date of approval by Trustees:
Aug 2024	DC	Original	Sept 2024
Sept 2024	MJS	Format to standard	14th Oct 2024

Appendix 1: Expense Form

Name				
Reason for Expense				
Item no.	Date		Expenditure £	Invoice attached.
1				Yes/No
2				Yes/No
3				Yes/No
4				Yes/No
5				Yes/No
6				Yes/No
7				Yes/No
8				Yes/No
9				Yes/No
10		Car Travel Mileage		Yes/No
			Total	

Travel by Car: Expenses will be paid to 25p per mile.

Submitted by:	Signature:	Date	
Approved by:	Signature:	Date	
Payment Issued By:	Signature:	Date	Payment made by: