



UNIFIED

BASMOM & COMPANIONS

Registered Charity No: 1103567

OSCR: Office of the Scottish Charity Register No: SC040124

EXPENSES POLICY

Craigmyle House, 13 Deodar Road, London SW15 2NP

Telephone: (0044) (0) 20 7286 1414

Expenses Policy for Trustees

POLICY REFERENCE	
Function	For information and guidance
Status	Approved & issued
Scope	Trustees, Members, Volunteers, Guests
Owner	BASMOM Treasurer
Version	1.0
Date approved by board	24 th January 2018
Date for review	23 rd January 2019

INTRODUCTION

- 1.1 This expenses policy is applicable to and governs the activities and conduct of the each of the following organizations (referred to hereinafter separately and collectively as the Order) and all those persons who volunteer or otherwise work on behalf of the Order:
- 1.1.1 British Association of the Sovereign Military Order of Malta (BASMOM) an incorporated charity registered under the name BASMOM and number 1103567 its committees and affiliates. BASMOM has sole charge of the hospitaller activity in England, Scotland & Wales of the Sovereign Military Order of Malta a lay religious order, including, for example, pilgrimages to Lourdes and Walsingham, care of the elderly, supporting the homeless, organising soup kitchens, contributing to international hospitaller initiatives and so forth.
- 1.1.2 The Companions of the Order of Malta (the CoM) constituted as part of BASMOM and supported by subscriber members known as Companions. The CoM is dedicated to delivering the charitable work of BASMOM through the voluntary work of Companions and those who volunteer to work with us. The main aims of the CoM are the care of the marginalised and homeless, the poor and the elderly, as well as supporting BASMOM pilgrimages and religious services.
2. It is policy of the Order to reimburse all reasonable expenses incurred by Trustees of the Order (“the Trustees”) in carrying out the business of the Order. The Order has a duty to minimise any expenditure that is not directly charitable. The Trustees are therefore expected to keep expense claims to a minimum and, in the event that they claim reimbursement, to record, explain and justify such expenses properly and transparently. In general, Trustees are expected to meet their own expenses.

Criteria for reclaiming expenses

3. This Policy sets out the criteria against which expenses will be deemed reclaimable or not. These criteria are not exhaustive, but provide guidance. If a Trustees is in doubt, they should seek further guidance from the Treasurer of the Board of Trustees. The policy is based on three key principles:
 - i. **Necessity**: any expense for which a claim is made must be completely necessary for the Trustee to carry out an activity on behalf of the Order; and it should represent a genuine cash cost for which the Trustee has been left out of pocket.
 - ii. **Best value**: the cost should be kept to an absolute minimum wherever possible.
 - iii. **Reasonableness**: the expense must be reasonable in relation to the activity being carried out; and Trustees should always consider cheaper alternatives.

Expenses that BASMOM will not normally reimburse

4. There are certain expenses for which Trustees will not normally be reimbursed by the Order. These include:
 - i. travel within London (Underground, buses, etc.)
 - ii. travel to and from Board meetings
 - iii. taxis, unless there is no alternative transport or specific circumstances require them
 - iv. any single expense under £10 (although please ask for guidance if you have a number of such expenses)
 - v. alcohol or food (subject to specific guidance below)
5. In order to claim an expense, Trustees should email the Order's Treasurer (accounts@orderofmalta.org.uk) providing details of the expense, the activity to which it related and bank account details. Claimants should also attach a scan of all receipts. Any expense claim should be submitted with a month of when it was incurred. The Charity will reimburse expenses by bank transfer as soon as possible.

Specific guidance:

6. **Travel**: The Order will reimburse the actual cost of a second-class train (or bus) ticket purchased in advance from your nearest home station to the destination. Mileage will be paid at 25p per mile, based on the most direct route. Air travel (second/standard class) and modest hotel expenses incurred on Order business may be reimbursed. If travel costs are likely to exceed £50, Trustees should consult the Chairman of the Board of Trustees in advance.
7. **Telephone calls**: The Order will reimburse the actual cost of telephone calls related to the business of the Order. In general, only claims for international telephone calls will be considered for reimbursement. Trustees should supply an itemised bill identifying each call and the associated charge. In cases where significant expenditure has been incurred, the Charity will reimburse the actual cost.

8. **Per diem payments:** If a Trustee is away from home for more than 24 hours on the Order's business, he or she may claim a £20 per diem payment as a contribution towards food and other incidental costs. If the Trustee is provided with either lunch or dinner, this will be reduced to £15. Receipts are not required; but a Trustee may not claim the actual cost of any meals. If a Trustee is away for more than 24 hours the reasonable cost of a hotel will be reimbursed; but such expenditure should be approved in advance by the Treasurer of the Board of Trustees.

Review

9. The Policy owner must keep up to date with relevant legislation and Charity Commission guidance and update this Policy whenever necessary. The Board of Trustees must approve the revised version.
10. The Policy owner must review the Policy at the end of October each year and either submit a revised policy for approval by the Board of Trustees or confirm in writing to the Chairman of the Board of Trustees that the current version of this Policy is still fit for purpose.
11. The Board of Trustees must formally review and re-approve this Policy every five years.