



University Mental Health Advisers Network  
16-17 Turl Street, 2<sup>nd</sup> Floor, Oxford, OX1 3DH  
Tel: 01865 264170

## **UMHAN Reimbursement of Expenses and Purchasing of Member Services Policy**





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Created by Sarah Meharg (treasurer) 17/06/15

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## **1.0. Introduction**

1.1. It is expected that all officers and members of the UMHAN board do not have conflicts of interest or make any gains from the charity incorporated organisation (CIO).

1.2. The CIO must act in line with trustee expenses and payment guidance from the charities commission 2012 [1]

1.3. It is the CIO's policy to reimburse all reasonable expenses incurred in carrying out UHMAN business.

1.3. As a CIO, it is duty to minimise expenditure that is not directly charitable. Staff and volunteers are expected to keep expenses incurred to a minimum and record, explain and justify such expenses on the expenses form [2].

1.4 Reimbursable expenses are generally those actually incurred by an individual in the course of Society business in excess of the costs incurred in a normal working day at your normal place of work. Expenses not directly attributed to the Society's business (e.g. speeding and parking fines, penalty fares) will not be reimbursed.

1.5 All documentation and receipts relating to claimed expenses must be kept for 6 years in line with the data protection act.

## **2.0. Reasonable expenses**

2.1. Members of UHMAN should be encouraged by their workplace to have active opportunities for continued professional development and as such the employer should facilitate attendance at meeting or relevant opportunities such as conferences or training.

2.2. As there is an expectation from the charity that board members/ trustee officers should attend all meetings it is reasonable for the charity to cover the expense of attendance at 3 meetings per year for those within designated voluntary roles or travel expenses associated with other activities in which the individual is representing the charity.

2.3 The charity values environmental responsibility and encourages the use of car share and public transport.

2.4. Reasonable expenses include:

2.4.1 Cost of petrol of the return journey from home or work address (whichever is nearest) to



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destination. (This can include diversions) to collect other members of UHMAN.

2.4.2 Cost of reasonable car parking charges associated with charity business will be reimbursed on presentation of a receipt or ticket.

2.4.3 Cost of public transport on presentation of a receipt or ticket. It is encouraged that transport is booked as far in advance as possible to reduce the costs.

2.4.4 Cost of hire car in circumstances of two individuals sharing the transport. This will only be reimbursed should the cost be lower than public transport.

2.5. In exceptional circumstances the charity by agree that other expenses are deemed reasonable. These expenses would need to be identified beforehand and be agreed by two committee members.

### **3.0 Information for completion of expense claims**

3.1. Claims for expenses must be made within 30 days of the expenses occurring

3.2 Expenses form should be completed with attached receipts and be sent to the treasurer [umhantreasurer@gmail.com](mailto:umhantreasurer@gmail.com)

3.3 The claimant should always make clear why UHMAN is liable for a particular item of expenditure. A brief but clear description of the nature and the purpose of each expense claimed (including destinations of visits) should be given.

4.4 For each item of expense claimed the claimant must provide a supporting voucher or receipt, except where vouchers are unattainable (e.g. parking meters, mileage claims, some gratuities). Where no voucher is attached the reason must be made clear.

### **4.0 Mileage costs**

The charity provides mileage at a rate in line with HMRC which as of the date of this document was:

<b>Type of vehicle</b>	<b>First 10,000 miles</b>	<b>Above 10,000 miles</b>
Cars and vans	45p (40p before 2011 to 2012)	25p
Motorcycles	24p	24p
Bikes	20p	20p

### **5.0 Purchasing services of trustees and members**

5.1. As a trustee there is an expectation that their role is being completed voluntarily.

5.2. In order to have charitable status the must be no gains for the trustees and the trustees are



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expected to adhere to the charities commission.

5.3. Charities can pay some of their trustees for the supply of services. The power to do this, and the conditions attached to using it, were introduced by the Charities Act 2006 as a change to the Charities Act 1993 (now replaced by the Charities Act 2011). The power is summarised in this guidance. The power cannot be used if the governing document prohibits this type of payment.

5.4. On rare occasions it may be deemed that the trustee has services which are outside of their usual trustee role which could add value to the charity.

5.5. Permission must be included within the governing document or by the charity commission. In these instances a trustee may receive payment for a service or good. However they must demonstrate clearly that there is no conflict of interest; that it is for a service that is outside their trustee role and the other charity trustees must demonstrate how this transaction will add value to the charity.

## **6.0 Appendixes**

[1].

<https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-and-payments#key-points-about-expenses-and-trustee-payments>

[2] Expenses form