

ASE Allowable Expenses for Trustees, Committee Members and Volunteers

Last updated September 2025

1. INTRODUCTION

When members give their time and services on behalf of the Association, it is right that the Association should reimburse their expenses in full. Expenses are, however, only allowable if they have actually been incurred by a member or volunteer whilst engaged in lawful business of the Association and are accompanied by receipts. They must not be regarded as an allowance which is due whether or not money is spent on the items specified. When arranging a meeting or activity, a group (e.g. a sub-committee or working party) should ensure that the total cost to be incurred is within their agreed budget. In case of doubt they should consult ASE Operational Staff. Members are encouraged to be cost conscious in deciding between different expense options, recognising that the costs are claimed from charitable funds.

2. SUBSISTENCE

If members or volunteers are required to stay away from home overnight on Association business, they may be entitled to claim the costs of overnight accommodation (i.e. evening dinner, bed and breakfast only) at an appropriate hotel or guest house.

All such expenses must be agreed with the Chair (if regional or devolved activity) or CEO in advance. Charis or Regions and devolved nations should check with Director of Finance before agreeing to the expense if they are unsure whether their region budget will cover the costs.

The Association will not reimburse items of a personal nature such as alcoholic drinks, newspapers and private telephone calls.

If members or volunteers are engaged in Association business for more than 8 hours but are not staying away overnight, day subsistence will be payable at rates determined by the Association aligned with HMRC recommendations on best practice.

Accommodation: Members will be reimbursed at the single room rate for the reasonable cost of hotel, guest house or other commercial accommodation, up to a maximum limit of £95 per night including breakfast. Where the maximum limit is exceeded for genuine reasons (e.g. no other suitable accommodation was available within the price limit), additional assistance may be approved on request to the CEO or Director of Finance. When making a claim, members must submit appropriate receipts.

Meals: Members travelling on behalf of the ASE may claim up to £25 per 24-hour period for meals incurred during this time. As above, claims should be submitted to the CEO or Director of Finance, together with appropriate receipts. Meal allowances cannot be used for alcoholic beverages.

3. TRAVEL

Expenses may be claimed for authorised journeys made by public or private transport only when incurred for Association business.

A member must balance their personal convenience against the cost to the Association and environmental impact when deciding which mode of transport to use. We encourage sustainable forms of transport wherever and whenever possible. Where possible, rail, coach or air travel should be booked well in advance to benefit from any discounts for early booking.

- a. **Rail:** The Association will normally refund second class rail fares at the cheapest rate available or the proportion of a more expensive ticket equivalent to a second-class fare. Committee Chairs are encouraged to finish meetings on time so that open rail fares are not necessary. Please note that if you are eligible to make a claim for compensation to a rail operator under the terms of the Delay Repay scheme as a result of train delays or cancellations on your journey, we encourage you to do so. Any compensation which you subsequently receive under the scheme must then be set off against your rail fares expense claim and this must be clearly set out on your expenses claim form.
- b. **Other public transport:** The Association will refund bus and coach fares in full. Taxi fares will be reimbursed where this is the only practicable means of transport. Receipts must be obtained.
- c. **Domestic Air Travel:** When a member is on Association business for which a travel allowance is claimable, they may travel by air if by so doing a significant saving is made in the cost of accommodation and/or meals. However, we discourage air travel for environmental reasons and encourage more sustainable forms of transports wherever possible. If air travel is unavoidable, the most economical flights must be sought – booking early can often result in cheaper flights. International Air Travel may only be reimbursed with prior written approval of the CEO.
- d. **Private car:** The ASE's current mileage allowance is 45p per mile single car occupancy and 50p per mile for two or more occupants.

5. PROCESS

All expense claims need to be submitted not later than one month following the event.

Submit all claims to Deepa Davies, finance Manager.

All expense claims will be reviewed and approved by the CEO.

Claims submitted after one month will only be reimbursed if the claim has been delayed by extenuating circumstances (or you are awaiting a Delay Repay outcome) and reimbursement will be at the discretion of the CEO. In any event all claims pertaining to that financial year must be submitted within one month of the year end. No outstanding claims will be reimbursed after this time.

All invoices should be approved as necessary by the same date and details of any commitments/orders for which invoices have not been issued should be submitted by the

same date. If invoices are for services or supplies in advance of the actual supplies, or they relate to a period which straddles 31st July or are for the next accounting period, they should be marked as such.

The Association is not responsible for any fines or penalty fares which you may receive while on Association business, for example speeding and parking fines or clamping or vehicle recovery charges. The responsibility for paying such fines or penalties is yours.

4. OTHER EXPENSES

In rare cases, the Association may support other reasonable expenses incurred as part of your activities for the ASE. Prior approval must be sought from the CEO.

5. ELIGIBILITY

Members representing the Association at external events may claim for travel and subsistence when engaged on Association business only. Prior approval must be sought from ASE CEO.

Members of the Chair Trio are allowed to claim full expenses for attending meetings of the Association or relevant external events in any part of the United Kingdom, or abroad (with prior agreement of the CEO to ensure funding is available) if requested to do so.

6. REGIONS

(a) The Region Chair may claim travelling expenses for attending all meetings of the Region.

(b) The Region Secretary may claim travelling expenses for attending all meetings of the Region.

(c) Committee members may claim travelling expenses for attendance at all Committee Meetings, sub-committee meetings and the Annual General Meeting of the Region.

(d) Refreshments: The cost of modest refreshments provided at Committee and at Region Meetings may be charged to Region funds (please ensure before hand that funds are available).

(e) Speakers may claim travelling and subsistence expenses, including overnight accommodation, although it is hoped that this will be very seldom. A token of appreciation, such as a book or gift to the value of about £20, would be appropriate and would be allowable.

Fees may be paid for contributions to Region/Section Meetings at the discretion of the Region/Section Committee on rare occasions. These fees must be covered by funds available to the Region/Section. No extra funds will be made available.

(f) All **expenses** claims need to be submitted to the Finance Manager within a month of the event. Claims submitted after that date will only be considered if the claim has been delayed by extenuating circumstances and will as a matter of course be referred to the CEO for approval or rejection.

(g) All **invoices** should be approved as necessary by the same date and details of any commitments/orders for which invoices have not been issued should be submitted by the same date. If invoices are for services or supplies in advance of the actual supplies, or they relate to a period which straddles 31st July or are for the next accounting period, they should be marked as such.

7. ANNUAL CONFERENCE

(a) The Chair Trio and Chair of Trustees is expected to be at the Annual Conference for its duration, and so may claim for travel as above, and for accommodation and meals (in line with this policy). i.e. (in the case of Co-chairs, costs must be divided between them)

(b) Overseas Guests invited by the Chief Executive on behalf of the Association may have their expenses reimbursed if agreed in advance by the CEO.

(c) Members of Association committees may NOT claim travelling or accommodation expenses in connection with their attendance at the Annual Conference unless this has been cleared in advance with the CEO.

Monitoring and Review

Updated	September 25	Updated to clarify rules on eligible expenses, travel (including limits on air travel and use of delay repay). It also reflects that the AGM is no longer part of Conference and updates guidance on regional discretionary payments/gratuities.
Next Due for Update	September 2027	