**Expenses for Board members**

Agreed by on

Date for next check:

Being on the Board is not a job.

You do not get paid to be on the Board.

It may cost you money to be on the Board.

This is called **expenses**.

You can ask the organisation to pay you back for any expenses.

**What are expenses**

Expenses can include:

* travel to Board meetings
* a meal if you are away for a meal time
* staying overnight, if the Chair agrees you need to
* care for someone you care for. This could be a child or a disabled family member
* postage or phone calls
* extra support so you can take part in Board meetings
* training about being on a Board

**We will not pay you if you:**

* spend too much on meals or hotels
* spend too much on travel
* claim the cost of a friend or family member to come with you – unless you need someone to support you

**Before** you spend money:

* Ask the Chair for the expenses sheet. This says how much you can spend on a meal or hotel or travel.
* Ask the Chair if you need to do something that is not on the expenses sheet.

**How to claim expenses**

You can ask us to book trains or hotels for you.

If you spend your own money, you **must** keep all the receipts.

You have 3 months to fill in an expenses claim form.

Please:

* staple the receipts to the form
* send the form in to the Finance manager, or post the form to our office.