



Trustee Expenses Policy

Date Adopted: 27th May 2026

Next Review Date: 27th May 2029

Policy Review: This policy will be reviewed by the trustees every 3 years or sooner if legal guidance changes.

1. Purpose

This policy sets out the circumstances in which trustees may be reimbursed for expenses properly incurred while carrying out their duties for the West Kent Badger Group, in line with **Charity Commission guidance (CC11)** and the West Kent Badger Group's governing document.

2. General Principles

- Trustees act in a **voluntary capacity** and must not receive payment or benefit for their role unless expressly authorised by the governing document or the Charity Commission.
- Trustees may be reimbursed for **reasonable and necessary expenses only**, incurred exclusively in the course of trustee business.
- Reimbursement of expenses does not constitute trustee remuneration.

3. Eligible Expenses

Trustees may claim reimbursement for:

- Out-of-pocket expenses necessarily incurred and agreed in advance

4. Ineligible Expenses

The West Kent Badger Group will not reimburse:

- Expenses not incurred wholly and exclusively for West Kent Badger Group business
- Personal expenses or costs incurred by companions
- Expenses without receipts or evidence, except in exceptional circumstances

5. Claims and Approval

- Expense claims must be submitted promptly in writing or electronically to the treasurer
- Receipts or appropriate evidence must be provided wherever possible
- Claims must be reviewed and approved by the Treasurer and another authorised trustee

- Trustees must not approve their own expense claims

6. Recording and Transparency

All trustee expenses will be recorded in the West Kent Badger Group's financial records and disclosed in the West Kent Badger Group's accounts where required. The Board of Trustees will review this policy periodically.