

CRESCONOVA ACADEMY

TRUSTEE EXPENSES POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

- 1.1 This Trustee Expenses Policy sets out the principles and procedures under which trustees of Cresconova may claim reimbursement for expenses incurred in the proper performance of their trustee duties.
- 1.2 The policy is intended to ensure that trustees are not personally out of pocket when acting for Cresconova, while maintaining transparency, accountability and compliance with applicable legal and governance requirements.

2. General Principle

- 2.1 Trustees of Cresconova act in a voluntary capacity and do not receive payment, remuneration or other financial benefit for their role as trustees.
- 2.2 Cresconova may reimburse trustees for reasonable expenses that are properly and necessarily incurred wholly and exclusively in connection with trustee duties.
- 2.3 Reimbursement of expenses under this policy does not constitute remuneration or a trustee benefit.

3. Legal and Governance Framework

- 3.1 This policy is intended to operate in accordance with Cresconova's governing document and relevant UK charity law and guidance, including Charity Commission guidance on trustee expenses where applicable.

3.2 No expenses shall be reimbursed where doing so would be inconsistent with Cresconova's governing document or would result in an unauthorised trustee benefit.

4. Eligible Expenses

4.1 Trustees may claim reimbursement for reasonable and proportionate expenses incurred in connection with approved trustee activities on behalf of Cresconova.

4.2 Such expenses may include travel costs, accommodation and subsistence where an overnight stay is reasonably required, communication costs incurred for trustee business, approved training relevant to the trustee role, and reasonable care costs incurred to enable attendance at trustee meetings or activities.

4.3 All expenses must be supported by appropriate evidence, such as receipts or invoices, and must reflect value for money.

5. Ineligible Expenses

5.1 Cresconova will not reimburse expenses that are personal in nature, unrelated to trustee duties, or that could reasonably be regarded as remuneration.

5.2 Expenses relating to guests, family members, excessive hospitality, fines, penalties or interest charges will not be reimbursed.

6. Claims and Approval Process

6.1 Trustees seeking reimbursement must submit a completed expense claim in the form required by Cresconova, together with supporting documentation, as soon as reasonably practicable and normally within a reasonable period following the expense being incurred.

6.2 Trustee expense claims will be reviewed and approved by an individual authorised by the trustees for this purpose, who may include Cresconova's legal advisor or another officer of Cresconova, provided that no trustee approves their own expense claim.

7. Payment and Record Keeping

7.1 Approved expenses will be reimbursed by Cresconova using an appropriate payment method, normally by bank transfer.

7.2 Cresconova will maintain accurate and complete records of trustee expense claims and approvals in accordance with its financial controls and record-keeping policies.

7.3 Trustee expenses may be disclosed in Cresconova's accounts or annual report where required by law or good governance practice.

8. Conflicts of Interest

8.1 Trustees must declare any actual or potential conflict of interest relating to an expense claim and comply with Cresconova's Conflicts of Interest Policy at all times.

9. Review

9.1 This policy will be reviewed periodically by the trustees of Cresconova and updated as necessary to reflect changes in law, guidance or organisational practice.