



## **Trustee Expenses Policy**

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## **Introduction and Legislative Framework**

Through policy CC11, the Charity Commission has set out guidance on the payment of expenses to Trustees.

In summary, this guidance confirms that it is both acceptable and desirable (so as to broaden the range of people who are able to take up a Trusteeship) to meet the ‘out of pocket’ expenses for Trustees in performing their duties. No personal benefit should accrue to a Trustee through the exercise of their duties and no expense reimbursement should create an incentive to a Trustee to behave in a particular way.

As such, Linacre College confirms that it believes it is in the best interests of the College as a charity to agree to pay reasonable expenses for Trustees which cover their expenses in performing their duties. Trustees acknowledge their personal responsibility to balance the mitigation of cost with their effectiveness in role, choosing appropriate travel arrangements or online meeting facilities at their own discretion or that of the Chair.

## **Expense Examples and Guidance**

Travel costs to attend Trustee Board meetings, other meetings, training and College events where there is a clear demonstrable benefit in attending as a Trustee (and where all Trustees have been invited) will be reimbursed following HMRC policies. This covers second class rail or bus travel to the actual costs of home to College. Car travel is permitted, with mileage payment available at the HMRC rates. Car parking can be reimbursed at a rail station (e.g. driving to a home station) or in Oxford at a Park and Ride site – other parking within Oxford is not reimbursed except if a reasonable adaption for a Trustee with mobility issues means this is required. Taxi travel within Oxford is not reimbursed except where it is justified owing to the time of day and/or for disability or personal safety reasons.

Meals may be reimbursed while ‘on duty’ which in practice means attending a meeting at the College site where Trustees will be provided with canteen style meals at no cost. No food/refreshments are reclaimable during journeys to/from Trustee meetings other than in exceptional circumstances such as extensive travel disruption.

Trustees will be provided with free use of College accommodation when it is necessary to allow them to attend a meeting/event and it is not already booked. If this accommodation is not available then the cost of a budget hotel will be met.

Typically, College will not reimburse air travel to Trustees.



## **Other Expenses**

It is acknowledged that College is a diverse organisation and that there are benefits to the Charity by removing as many barriers to taking up a Trusteeship as is reasonably possible. As such any Trustee who feels that they would be better able to discharge their responsibilities through the provision of care for dependents (e.g. children) during meetings or specific adaptations to respect their disability is encouraged to discuss this with the College Bursar with a view to identifying an appropriate way to support them.