



# Trustee Expenses Policy

<b>Issue Date</b>	February 2026	<b>Reference</b>	P/014
<b>Next Review Due</b>	February 2029	<b>Review Cycle</b>	3 Years
<b>Reviewing Panel</b>	Board of Trustees		
<b>Applicability</b>	Trustees		

## 1. Abstract

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with unpaid trustees.
- 1.2. Therefore, the JCR shall ensure trustees are not deterred from playing their full part, due to incidental costs.

## 2. Claimable Expenses

### 2.1. Transportation may be covered.

- 2.1.1. Using a car, motorcycle, or bicycle may be covered, based on the rates highlighted in the HMRC’s Approved Mileage Rates for the tax year of the incidental expense. Parking would be covered, up to £1.50 per 1 hour parked. Trustees must keep a record of the exact mileage (rounded to the nearest mile), any parking costs, and the duration parked (rounded up to an hour)
- 2.1.2. Any additional passengers in a car or van, who are also trustees, would be covered by the passenger payment, based on the HMRC’s Approved Mileage Rates. This additional allowance may only be claimed by the driver claiming for their mileage.
- 2.1.3. Limited public transport would also be covered. This would include bus fares, train fares, coach fares, and any metro fares. It is expected that the trustee avails the cheapest fare available, given any discounts they may get for their demographic, and/or any discount card they hold (e.g. a railcard). A train fare must be taken in standard class, or if a first class ticket is cheaper, that would work.
- 2.1.4. Reimbursement for flights is generally prohibited. A concession may be applied at the discretion of the Chair of Board of Trustees, according to circumstances and their discretion.
- 2.1.5. Reimbursements are only applicable for transport related to trustee business.

### 2.2. Food and drink may be covered.

- 2.2.1. This is only applicable for meals related to trustee business, where a trustee is required on official business for at least four hours.
- 2.2.2. The limits of this is variable, and will be the exact rate a UK Court pays for food and drink for those on jury service, depending on the time spent each day on trustee business.
- 2.3. Childcare, or care for a dependency, may also be reimbursed, up to the cost paid to the carer, or registered childminder.
- 2.4. Any printing may be covered, up to the rate that Durham University charges for a similar print job, and if and only if the JCR President is unable to print it on their behalf, using Durham University's resources.

### **3. Claims**

- 3.1. A claim must be raised, with any receipts, to the Chair of Board of Trustees, or their deputy. In the case the Chair wants to make a claim, another trustee, who may be the JCR President, must assess the claim.
- 3.2. A claim which is expected to go over the cost of £50 must be agreed to by the Chair of Board of Trustees, or their deputy, before it is incurred.
  - 3.2.1. The chair or their deputy may use discretion to allow anything retrospectively, which may include unexpected payments, for example emergency travel which may be required due to an emergency involving the JCR.
  - 3.2.2. For larger payments, the claimant should, where possible, ask the FACSO to pay for the required expense from the JCR bank account.
- 3.3. In the case a claim is approved, a bank account signatory must be informed to initiate the payment within 3 working days.
- 3.4. A trustee must report the true costs (where applicable), and may claim, at most, the minimum of the true cost, or the maximum allowance given (e.g. parking has a limit). The trustee may choose to claim less than the calculated amount, but only they can make the choice to ask for less.
- 3.5. Abuse of this policy, such as claiming expenses which don't reflect true costs, or frivolously claiming expenses that are not

necessary for the performance of their duties as a trustee, may be considered a breach of the trustee's duty to safeguard charity funds.

#### 4. Approval & Review

- 4.1. This Trustee Expenses Policy was prepared in December 2025 by the Compliance and Governance Officer with the assistance of the JCR President, on behalf of the Board of Trustees.
- 4.2. This policy shall be reviewed every three years by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.
- 4.3. This policy may be evaluated earlier, when HM Revenue and Customs update their guidance, though the limits described in the policy are variable, as per the HMRC Maximum Allowance, or the UK Jury Duty expense policy.

**This Trustee Expenses Policy has been approved by the JCR President, and the Board of Trustees.**

Signed David Evans  
Signature



Dated Date 21/02/26  
Position **Chair, Board of Trustees**

Signed Joshua Barrett  
Signature



Dated Date 19/02/26  
Position **JCR President (2025-26)**