



Effective Date: 01 June 2023

1. Introduction

The Trustee Expenses Policy outlines the rules and procedures for reimbursing and managing expenses incurred by trustees of the Historic Army Aircraft Flight (HAAF). This policy aims to ensure transparency, accountability, and the responsible use of funds when trustees incur expenses in connection with their duties and responsibilities.

2. Scope

This policy applies to all trustees of the HAAF who may incur expenses while carrying out their official duties or responsibilities on behalf of the charity.

3. Principles

a. Accountability:

- Trustees shall exercise good judgment and act in the best interest of the HAAF when incurring expenses.
- Trustees shall be accountable for providing accurate and complete information and documentation to support their expense claims.

b. Reasonableness:

- Expenses shall be reasonable and necessary, directly related to the trustee's official duties and responsibilities.
- Trustees shall consider the value for money and seek cost-effective options when incurring expenses.

c. Compliance:

- All expenses shall be in compliance with applicable laws, regulations, and the HAAF's financial policies and procedures.

4. Authorized Expenses

a. Travel Expenses:

- Trustees may claim reasonable and necessary expenses incurred for travel related to the HAAF's activities, such as attending board meetings, conferences, or events.
- Travel expenses may include transportation (e.g., flights, train tickets, car rentals), accommodation, meals, and other related expenses.

b. Subsistence Expenses:

- Trustees may claim reasonable and necessary subsistence expenses incurred while away from their usual place of residence on HAAF business, including meals, refreshments, and incidental expenses.

c. Professional Development:

- Trustees may claim reasonable expenses for professional development activities, such as attending training, workshops, or seminars directly related to their role as trustees.



d. Other Expenses:

- Other expenses incurred by trustees in the course of their official duties and responsibilities, with prior approval from the Chair of the Board or another designated authority, may be reimbursed. Examples include communication expenses, office supplies, and necessary hospitality expenses.

5. Expense Reimbursement Procedure

a. Prior Authorization:

- Trustees shall obtain prior authorization from the Chair of the Board or another designated authority before incurring any expenses.
- Authorization may be obtained through a formal approval process or delegated authority in accordance with the HAAF's financial policies and procedures.

b. Documentation:

- Trustees shall provide accurate and complete documentation to support their expense claims. This includes receipts, invoices, and any other relevant supporting documents.

c. Expense Claims:

- Trustees shall submit their expense claims in a timely manner, following the prescribed procedure and using the designated expense claim form or system.
- Expense claims shall include the purpose of the expense, a breakdown of expenses, supporting documentation, and any required approvals.

d. Review and Approval:

- Expense claims shall be reviewed and approved by the appropriate authority, such as the Finance Committee or designated financial officer, before reimbursement.

e. Reimbursement:

- Approved expense claims shall be reimbursed promptly and in accordance with the HAAF's financial policies and procedures.
- Reimbursements may be made through direct bank transfer or other authorized methods.

6. Record-Keeping

- The HAAF shall maintain accurate and complete records of all trustee expense claims, approvals, and reimbursements in accordance with applicable legal and financial requirements.

7. Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.