

Railfuture Expenses Policy

Introduction

This policy applies to all Railfuture Branch and Group members in addition to Board Directors. It is a framework that covers how a member can claim and be reimbursed for reasonable and authorised expenses that have been necessarily incurred. Branches do not normally pay travel expenses for local travel but should refer to this policy for longer-distance travel.

This version of the policy takes effect from 1 January 2022¹.

Expectations

Members are expected to act within these guidelines by:

- keeping expenditure as low as possible
- submitting expenses as soon as possible from the date they are incurred and with sufficient detailed explanation
- keeping receipts wherever possible to support the claim
- getting the expenses approved by the Chair of the meeting attended or other appropriate Branch/Group Chair or Board Director
- in the case of Directors, submitting an annual expense declaration of all costs incurred whether reimbursed or not

What's allowable

Travel-related expenses

Rail or Bus travel: Claims should be based on the cheapest reasonable fare (eg. railcard fares to which the member may be entitled and advance fares/split tickets where appropriate). A longer or slower route, or travel at an inconvenient time, need not be taken solely to save money.

Road travel: Always try to use public transport where possible; however fuel can be claimed at 25pence per mile and is claimable for any distance to/from a railway station or to a meeting venue. Reasonable parking costs are claimable where necessary.

Any potential claim for reimbursement of travel or other expenses outside of Great Britain on Railfuture business must be authorised by the Passenger Director in advance.

Travel expenses may be claimed when a member is representing Railfuture at external meetings in an official capacity provided that a direct benefit is demonstrable. Expenses are not normally paid to attend public meetings, when members would be representing Railfuture, unless as a speaker, in which case the organisers should be expected to pay travel expenses.

Printing/postage/stationery

These costs may be incurred from time to time by members but on the whole will be covered by a Branch or Group budget.

¹ The Policy for expenses incurred up to 31 December 2021 can be found here: [Download](#) & [Display](#).

Ad-hoc expenses

From time to time other ad-hoc expenses may be incurred by members and authorisation must be obtained from the budget holder, Chair of a meeting or from a Board Director, prior to expenditure being incurred, to ensure these are reasonable and necessary.

How to claim

1. An Expenses claim form needs to be completed with as much detail as possible within 3 months of the expenditure being incurred.
2. Members may wish to consider waiving the first £10 on the net amount of expenses incurred to help preserve funds as much as possible.
3. The claim form needs to be authorised by the budget holder, Chair of the meeting or a Board Director.
4. The claim form and receipts need to be sent to the Finance Officer, either in the post or electronically, as soon as practicable, to be reimbursed.

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Disclosure of Directors Expenses – Principles

The expense guidelines on the previous pages apply to the directors (who are, of course members) as well as all other Railfuture members. However, as directors defined the guidelines it is right that directors are held to a higher level of scrutiny.

Following a decision by the Board in September 2013², all directors are required to submit an itemised list of expenses at the end of the year, which will be uploaded to the website for members and the public to read. This is not optional – it is a condition of standing as a director, as stated on the nomination form.

The aim is to demonstrate to members, especially those who add a donation to their membership fee, take part in the monthly lottery or Annual Draw, and also those considering leaving a legacy, that their money is well-spent by Railfuture and their trust is not being abused. Only expenses for directors are disclosed by the directors, who have a duty to ensure that expenses given to other volunteers can be justified.

The disclosure should show a line for every activity ‘on company business’ that the director was involved in during the year (or part year if they joined and/or left the Board mid-year), whether expenses were claimed or not, and whether expenses would have been payable or not. These lines (which should show both the amount claimed and the amount waived as well) should include branch and national group activities as well as Board activities, as it is important that members have confidence that expenses were not waived at one event only to be claimed at another

Where a director attends an event like any other member and does nothing to justify having any expenses reimbursed then this need not be disclosed. Examples that would not be disclosed are attending the national AGM or a national conference where they take no official part in the event; a branch meeting if they are not Board liaison for that branch, and social events such as a meal.

Declarations can be read at <http://www.railfuture.org.uk/expenses>. A copy of the guidance to directors for completing the declaration form can be found at <http://www.railfuture.org.uk/display1154>.

² December 2021 update: replaced ‘volunteers’ with ‘members’ to be in line with revised Expenses Policy and ‘page’ with ‘pages’ to be consistent