

Expenses Policy

The Colour Group of Great Britain

1. The general principles

(a) Clause 4 of the Memorandum of Association of the Colour Group (Great Britain) states that: ‘...no remuneration or other benefit in money or money's worth shall be given by the Group to any Member of such Committee or Governing Body except repayment of out of pocket expenses...’

(b) The Colour Group (Great Britain) is committed to following the principles of good practice set out in the Charity Commission's guidance, which defines expenses as ‘refunds by the charity of costs a trustee has had to meet personally in order to carry out trustee duties’. It goes on to state that ‘in some cases, these expenses may be paid in advance. A refund of properly incurred expenses is not a trustee payment’ (by which they mean a financial or other measurable benefit paid to a trustee, or to a ‘connected person’ from a charity's funds in return for work the trustee has carried out for the charity) ‘nor does it count as any kind of personal benefit’.

(c) Although co-opted members of the Committee are not trustees, all members of the Committee are treated in the same way in relation to expenses and so are the event speakers where applicable.

(d) As a general principle no committee member should be left personally out of pocket for expenses incurred on behalf of the Group, but this principle is modified in relation to some types of expense, as shown below.

2. Providing evidence of expenses

Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed. What counts as ‘very small’ for this purpose will be set from time to time by the Committee, but it is currently £5.00 per item of expense. This avoids the problem of proving payment of, for example, London Underground fares which are generally paid by contactless card, without any ticket or receipt being provided.

3. Travelling expenses to attend meetings

(a) Committee members may claim their reasonable and proper travelling expenses incurred in attending committee meetings, AGMs, EGMs and any other officially convened business meetings (such as a awards panel) whether or not other events (such as public meetings with topical speakers) occur on the same day at the same location.

(b) ‘Travelling expenses’ means the actual cost of travelling to and from the meeting by public transport. Mileage for travelling by private car for part or all of the journey is not generally reimbursed unless there is no reasonably practicable alternative and the Hon Treasurer has given prior approval.

(c) Every reasonable effort should be made to minimise the expenditure incurred, so fares should be booked in advance to obtain the cheapest prices and, where available and feasible for the timing of the meeting, off-peak tickets should be bought. Any discounts and concessions (such as student or over-60 travel cards) for which the committee member and the journey is eligible should be sought.

(d) If, having booked tickets in advance to attend a meeting, the meeting is cancelled for any reason; the committee member should demonstrate that they have made all reasonable efforts to obtain a refund of the fare from the issuer of the ticket. If, despite that, no refund is recovered, the fare will be reimbursed by the Group. If a fee is charged by the ticket provider for issuing a refund, that will similarly be reimbursed by the Group.

4. Other points

(a) If it is feasible and proper for a committee member to reclaim some or all of their expenses from a third party, such as an employer or from a research grant, they should do so, only claiming any shortfall from the Group.

(b) Costs of subsistence (ie food and drink) will not normally be reimbursed.

(c) Expenses should be claimed directly from the Treasurer, and claims should (subject to the 'very small amount' exception) be accompanied by receipts.

(d) Payment of such out of pocket expense claims shall be at the discretion of the Chairman and Treasurer, who must give reasons for any refusal to pay.

(e) The Treasurer will maintain proper records and copies of all receipts.

END