



Expenses and Exceptional Support Policy

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GIST Cancer UK

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Registered Charity Number: 1129219

GCUK Expenses and Exceptional Support Policy

Policy

The funds of GIST Cancer UK (GCUK) come from grants and donations. The Board of Trustees has a responsibility to ensure that these funds are appropriately used to support the aims of the Charity. This policy sets out the policy and procedures for those claiming expenses and the conditions under which GCUK will support patients, carers and others in helping the charity achieve its objects.

Trustees, volunteers, and other associates such as speakers, are entitled to be reimbursed for out-of-pocket expenses which they legitimately and reasonably incur while promoting and supporting the delivery of the charity's objects.

Reimbursement of expenses is also available to those patient/carers attending meetings organised in their support, and patients/carers and family members attending the PAWS-GIST clinic. The policy also sets out the procedure by which exceptional claims may be made by patients/carers for financial support with essential travel and related activities.

Objectives

The objectives of this policy are:

- To establish the activities for which GCUK will pay legitimate expenses and the nature of those who may make a claim.
- To establish the basis for the calculation of travel and subsistence allowances.
- To identify activities for which GCUK will cover expenses incurred by patients and/or their carers.
- To identify a mechanism by which claims for exceptional travel payments may be approved.

Responsibilities

It is the responsibility of those making a claim to ensure they have read and abide by this policy when making a claim.

The Treasurer will check any claim before making payment.

GCUK reserves the right to limit any reimbursement if costs are deemed to be excessive.

Definitions

There are no exceptional definitions appropriate to this policy.

General Procedures

Travel

The cost of all travel on official UK and overseas GCUK business will be paid on production of appropriate receipts

Rail fares – Wherever possible travel should be booked in advance to achieve the greatest savings and the lowest cost route and ticket selected. Standard class should be used unless there is a demonstratable case of value for money. Those eligible for railcards are expected to use them. Payment will be made on production of tickets or payment receipt showing the 'to' and 'from' destinations, the class of travel and cost.

Taxi Fares – in some circumstances, it may be necessary to use a taxi, for example where public transport is not available, where equipment or luggage is being carried to meetings, where there have been serious travel delays, or where it is necessary on health or disability grounds. Taxi fares will need a full receipt to be claimed and a description of why the use of a taxi was necessary.

Car parking, Congestion Charges and Tolls – these are reimbursable with the relevant receipt.

Fuel – a mileage allowance in line with the official government rate for mileage in excess of 10,000 miles per annum will be paid (see <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>). In respect of trustees engaged on GCUK business, a mileage allowance in line with the official government rate for mileage for the first 10,000 miles will be paid.

Overseas travel – unless a trustee/special volunteer has a grant for travel, any overseas travel must be budgeted and agreed by Trustees **prior** to travel. This includes any overnight accommodation and related expenditure. It is recognised that accommodation overseas may differ from the UK. Whilst the Board does not expect claimants to stay in the cheapest budget accommodation, expensive top class hotel costs will not be paid. It is advised that such claims do not exceed £100 per night without the prior consent of the Chairman, Secretary or Treasurer (no self-approval).

Air travel – The lowest practical fare should be selected within the economy class. Business class or first class will only be allowed with the express permission of the Trustee Board and where it can be demonstrated to be the cheapest option or is necessary on health or disability grounds.

Insurance - Trustees/special volunteers undertaking overseas travel on behalf of GCUK are expected to arrange their own travel insurance.

Subsistence

Only reasonable subsistence whilst travelling and on the business of the charity will be paid on presentation of a receipt.

In respect of Trustees, if subsistence is claimed as part of an overnight stay, reasonable subsistence may include the cost of an evening meal/dinner. As a general rule, this will be to a limit of £30 (£35 in London, Edinburgh, Cardiff or Belfast). This may include a non-trustee only if that person is engaged in the business of the charity.

Reasonable subsistence costs incurred when entertaining a person on GCUK business e.g. medical staff and speakers. These expenses will need to be justified and approved by two trustees. A trustee is advised to seek the view of the Chairman, Secretary or Treasurer (no self-approval) if in doubt about the reasonableness of a claim under this paragraph.

Overnight accommodation

When it is necessary to stay overnight in a hotel all reasonable bed and breakfast costs will be paid when supported by a receipt. This should always be at an economic rate and will not exceed £100 per night without the consent of the Chairman, Secretary or Treasurer (no self-approval) e.g. higher costs in a capital city.

Telephone calls

The charity will reimburse trustees and volunteers for the actual cost of calls, from their personal telephones, made whilst carrying out work for the charity because charity-provided telephone services are not available. This includes calls made on a home or mobile telephone or from a call box. No “reimbursement” will be made for the notional cost of calls which incur no actual cost to the claimant because they are covered by a contract which includes an allocation of “free” calls.

Postage, stationery, and publicity materials

All postage, stationary, publicity materials and other legitimate purchases paid personally by the trustees/volunteer will be reimbursed on presentation of an expense claim and appropriate receipts.

Patient/carers meetings

For patients and their carers attending meetings the following additional arrangements apply:

- Rail/bus fares will be paid for the patient and one accompanying person.
- There is a limit on travel expenses of £100 per person using standard class travel only. (It is not expected patients will attend all patient/carer meetings which are organised at different locations throughout the country to help every patient/carer to attend meetings within this budget.)
- The charity will not pay travel expenses for non-UK residents travelling from outside the UK.
- Overnight accommodation will only be covered if a patient/carer cannot feasibly attend any of the meetings as a day trip (e.g. a day return train ticket with arrival/departure of 10am to 5pm not possible).
- Where there is a need, a mileage allowance as set out in the General Procedures will be given for delegates using their own cars and making a claim.
- Normally food, tea, coffee and drinks are provided as part of GCUK events. Additional claims for subsistence for patients and/or carers will not be paid.

Exceptions to these guidelines will only be permitted with the prior agreement of the charity, generally the Chair of the Trustees. Exceptions may include new patients who will benefit from meeting others close to diagnosis, or parents of a young person with a GIST.

PAWS-GIST clinic

The patient and accompanying individuals will be eligible for expenses. Accompanying individuals are usually limited to one carer or in the case of a young person both parents. On occasion siblings may attend and be paid for by the charity at the discretion of the Chairman, Secretary or Treasurer:

- Rail/bus fares will be paid for the patient and accompanying individuals.
- It is recognised that as the clinic is only held in Cambridge and there is no opportunity to attend at any other site, the £100 limit placed on patient/carer meetings will not apply to the PAWS-GIST clinic. However, attendees will only be reimbursed for standard class travel and are encouraged to use railcards and book in advance to take advantage of the more competitive fares.
- Taxi fares will need a full receipt to be claimed and a description of why the use of a taxi was necessary.
- The charity will not pay travel expenses for non-UK residents travelling from outside the UK.
- Air fares will not be paid without prior agreement with the charity. Agreed airfares will only be paid for at economy class rates. Any upgrades are the responsibility of the patient.
- A mileage allowance in line with the General Procedures will be paid for patients and accompanying individuals travelling to and from the clinic and using their own cars.
- Overnight accommodation and a welcome meal for all patients and carers attending the clinic will be organised and paid for by the charity. Every effort will be made to maintain costs at a reasonable level and within the limitations of the above paragraphs. Any extras, including menu extras will be paid for by the individual.
- The welcome meal will also be paid for clinicians or trustees who attend and the GCUK individual responsible and accountable for the event.
- All reasonable subsistence expenses, in line with the General Procedures, will be paid to eligible individuals on completion of an expense claim and presentation of a receipt

Exceptional Support

GCUK recognises that there may be some patients and their carers who need some financial support to cover exceptional circumstances such as when they are a newly diagnosed and live a significant distance from their nearest specialist GIST Centre (see <https://www.gistcancer.org.uk/>) or have other specialist needs. GCUK will consider providing support for patients and their carers in such circumstances.

It is expected that individuals will explore other support mechanisms such as the Healthcare Travel Costs Scheme (HCTS) see <https://www.nhs.uk/nhs-services/help-with-health-costs/healthcare-travel-costs-scheme-htcs/> and MacMillan Cancer Support <https://www.macmillan.org.uk/> .

- Funding must be agreed by the trustees in advance; email admin@gistcancer.org.uk to discuss possibilities.
- The Secretary will conduct discussions on behalf of the Board and make an initial assessment before seeking confirmation normally from the Treasurer before any expenditure is agreed.

Making a claim

Expenses should be claimed by completing the relevant claim form (see Appendix). Claim forms can be obtained from the Treasurer, Secretary or found on SharePoint under Forms and Templates. Expense claim forms will be available at patient/carer meetings.

Claims must be authorised by a Trustee. This will generally be the Treasurer; however, the expense claims of the Treasurer must be authorised by another trustee.

Those authorising expenses must ensure they are reasonable and comply with this policy.

Any claims over £1000 should be submitted to two trustees, one of whom is generally the treasurer, for agreement. Both trustees should check the claim for accuracy, reasonableness and complying with this policy before signing the expenses claim form.

Signed expenses claim forms should be retained by the treasurer.

Receipts for expenses must be provided. If receipts are not available then the appropriate evidence or explanation must be provided, otherwise payment will not be made.

Expenses should generally be made within 30 days of their occurrence.

Expense claims may be submitted by post or by e-mail.

Waiving Expenses

Some of our charity supporters generously waive or choose not to claim their expenses and/or purchases to which they would otherwise be entitled.

The charity greatly appreciates the generosity of those who choose to act in this way. However this:

- causes the real costs to a charity to be under recorded and may hamper effective appeals and applications for further funds to the charity
- undermines effective budgeting
- hides the true generosity of its supporters
- means their gift is not eligible for Gift Aid

HM Revenue & Customs guidelines on what constitutes a Gift Aid donation are specific:

A donation must be a payment of a sum of money.

A donation can't be made in kind, by loan waiver or by debt/loan conversion

For the above reasons, the charity encourages all those who can legitimately claim reimbursement of their funds to do so and instead back donate to the charity, thereby making the donation eligible for Gift Aid.

