

TALKING NEWS FEDERATION CIO

Allowances

These allowances apply to TNF Trustees and to TNF Volunteers acting at the request of the Trustees

Accommodation and Meals

Day Events

Where Trustees and volunteers are required to work away from home, allowances for breakfast, lunch and/or evening meal may be claimed.

Breakfast	when leaving from the starting point before 7.00 am
Lunch	when away from home covering an event for a morning and afternoon
Evening Meal	when returning home after 9.00 pm
Drinks/Snack	one coffee/tea/soft drink and a snack per half-day session

Overnight Allowances

Bed, breakfast and evening meal costs can be claimed for an essential overnight stay. This can also be claimed for attending a residential training course where the costs haven't been fully met at the time of booking by TNF. There are different rates for accommodation in London and outside London.

Out of pocket expenses may also be paid to cover items such as WiFi, newspapers, and telephone calls. This is based on a payment per night away from home and is subject to a maximum.

There may be exceptions where the cost of overnight accommodation exceeds the maximum allowances (perhaps because there is no other suitable accommodation). In these circumstances two Trustees must agree to the extra expense in writing (email is acceptable). If accommodation is chosen which is of higher cost than allowed by this policy, and other accommodation of a suitable standard and cost is available, then a claim up to the normal maximum may be made, and the balance be born by the person making the claim.

Claiming Reimbursement of Expenses

Receipts should normally be submitted for every claim made, unless there are exceptional circumstances. In this case the Treasurer may make payment without presentation of a receipt. All claims should be made on an appropriate claim form.

Allowances

The current maximum allowances, effective from 1 February 2016, are:

Breakfast	£7.50
Lunch	£5.00
Evening Meal	£15.00
Hot/Soft Drinks /Snack	As venue prices
Out of Pocket Expenses	£5 maximum per night.

Overnight Allowance (including evening meal)

In London	up to £140 (inclusive of VAT)
Outside London	up to £120 (inclusive of VAT)
With friend or relative*	up to £40 (inclusive of VAT)

*This is to cover miscellaneous costs to include a recognition to the host.

Car and Travel Allowances

Car 45p per mile from 1 February 2016

Parking

Parking charges will be paid, they should be supported by a receipt/ticket when possible.

Public transport

Second class travel expenses, against receipt, are payable for use of public transport. Special Offers should be used when available

Use of Hire Cars

If it is cheaper to hire a car than to use a trustee's own car or public transport, then the use of a hire car should be considered. Use of a hire car in other circumstances is subject to prior Committee approval.

Taxis

These may be used if there is no reasonable alternative.

Trustees allowance for attendance at Trustee Meetings

All TNF Trustees are expected to make every effort to attend Trustee Meetings and will be entitled to claim travel expenses at the usual TNF rate. If it is not realistic to travel and attend a meeting within one day, trustees may claim one overnight allowance.

This policy was agreed by the TNF Committee on 6 February 2021