

## FRIENDS OF KIPKELION

### EXPENSE REIMBURSEMENT POLICY FOR TRUSTEES AND VOLUNTEERS – SEPTEMBER 2016

#### A. Travel to (and within) Kenya

1. All trustees will be expected to pay for their own flight and accommodation in respect of any visits to the Friends of Kipkelion project sites in Kenya, except where such costs are specifically covered by grants from donors.
2. Volunteers who are invited by the Board of Trustees to travel to Kenya for a specific purpose (eg to share specific skills or knowledge) may at the discretion of the Board be reimbursed for some or all of their costs, provided that the amounts reimbursed do not exceed the maximum amounts set out in paragraph 3 below.
3. Volunteers who visit the projects in Kenya at the invitation of the Board of Trustees may at the discretion of the Board be reimbursed for expenses incurred in respect of some or all of the following items:
  - In respect of air fares from the UK, the lower of the cheapest available economy fare on British Airways London-Nairobi and the amount actually expended;  
In respect of hotel accommodation in Kenya, for each night spent in a hotel, the lower of £60 and the amount actually expended.
  - The amount actually expended on Kenyan entry visas, immunisations and malaria pills.
  - Trustees and volunteers will be responsible for arranging their own medical insurance for travel in Kenya and the cost will not be reimbursed.
  - No amount will be reimbursed in respect of subsistence while in Kenya.
  - No amount will be reimbursed in respect of clothing or other personal items purchased for the trip to Kenya

#### B. Other Travel and Expenses

1. Travel and subsistence costs incurred in relation to travel by trustees and volunteers apart from travel to Kenya will not be reimbursed. In exceptional circumstances, a claim for such expenses may be considered and approved by the Board of Trustees.

#### C. Expense Claims

1. All expense claims must be made in writing to the Chairman within one month of being incurred, and must include documentary evidence of the expense incurred.