



**The Melanesian Mission**  
21 The Burlands, Feniton, Honiton, EX14 3UN  
Executive Officer: Mrs Katie Drew

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## Trustee Expenses Policy & Procedure

The Melanesian Mission will meet all reasonable expenses incurred by Trustees in carrying out their duties.

Trustees will provide a summary of why each expense has been incurred, give details of all journeys and attach corresponding receipts. Expenses claimed without receipts will be honoured at the charity's discretion, and may be declined.

Travel should normally be by second-class rail, taking advantage of the cheapest fare as far as is possible. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, Trustees may claim 45p per mile. Taxis may be claimed for (with receipts) at the Trustee's discretion.

Payments to be approved by the Executive Officer up to a maximum of £250.00. Above £250.00 to be approved by Honorary Treasurer, Chair or Vice Chair of the charity.

Payment of expenses will be made by the Executive Officer by bank transfer direct into the Trustee's nominated bank account.

Approved

*+ Mark Aglands*

Signed and dated by Chair of Trustees  
Date of next review 2024

*17/11/22*