



## Expenses and Allowances Policy

The Mamie Martin Fund covers all reasonable expenses incurred by staff and volunteers in pursuance of activities relating to their role in the organisation.

These expenses are either paid in advance or arrears, subject to the particular situation.

Expenses incurred in the work of the Malawi Manager are paid in advance, with a shared Excel file being used to log payments and expenditure on a termly basis. Receipts are to be held by the Malawi Manager. Because of the context, receipts are not required for all expenditure.

Expenses incurred by staff, volunteers or associates based in Scotland are reimbursed on completion of the MMF expenses form and receipts related to the expenses claimed. Such expense claims should be made through the Administrator, to whom receipts are to be submitted.

No daily allowances ('per diems') are paid by the Mamie Martin Fund in Malawi or elsewhere to any staff member, volunteer or associate.

Policy approved by the Mamie Martin Fund Board on  
14<sup>th</sup> January 2018

*Policy to be reviewed in January 2020*