

# 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 always required for smaller amounts of 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.

Expenses incurred by volunteers or associates in Malawi, including Malawian-based Trustees, are to be approved by a/another Trustee and then paid by the Malawi Manager. This approval and payment may be done in advance or in arrears, subject to the particular situation. These Malawi-based expenses will be recorded by the Malawi Manager as a separate column in their expenses log.

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

Travel and accommodation costs incurred in relation to international travel must be approved by two Trustees not involved in the travel.

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Revised Policy approved by the Mamie Martin Fund Board on 30<sup>th</sup> January 2022. *Reviewed March 2024. Review Due March 2026*