



Blue Light Sports Foundation CIO
Registered Charity: 1217645
11 Musselburgh Drive
Corby
Northamptonshire
NN17 5BT
Email: bluelightsports.foundation@gmail.com
Website: www.bluelightsports.org.uk

TRUSTEE EXPENSES POLICY

Dated 16th April 2026

Purpose

This policy ensures that trustees of Blue Light Sports Foundation are reimbursed for legitimate and reasonable expenses incurred in performing their duties, such as attending meetings, training, or charity events. It also provides clarity on claiming, approval, and payment processes to maintain transparency and compliance with Charity Commission and HMRC guidance.

Allowable Expenses

Travel costs

- Vehicle mileage at HMRC rates.
 - Set at 45 pence per mile.
 - Starting location pre-determined by contracted work location.
 - End location determined by event location.
 - And will include all commuting between event location and booked accommodation when conducting charity journeys.
- Public transport fares.
 - standard class travel booked through the charity, or equivalent to go towards upgraded travel with the excess being paid by the trustee.

Parking and congestion charges

- Incurred by the charity upon booking or providing of receipts when conducting charity duties.

Meals and subsistence

- While away from home or on normal place of work for charity duties.
 - Away from home
 - Breakfast allowance £7.50 per day
 - Lunch allowance £10.00 per day
 - Evening meal allowance £15.00 per day

Signed

A handwritten signature in black ink that reads 'Gary Callier'.

Gary Callier
Founder and Operations Manager