

Alexandra Palace

Board Member Expenses Policy

Appendix 3 - guidance on completing an expense claim form

The expenses claim form is available in Excel format (with calculation formulas) on the Board Member drive

Written forms are also acceptable.

Completed forms must be submitted in hard copy with all relevant receipts or invoices attached.

Please ensure all columns are completed including:

Department

Expenses claimed for Trust business should use the Department Code **XTM**

Expenses claimed for APTL business should use the Department Code **ZCO**

Separate claim forms must be used for each entity, do not include claims for Trust and APTL expenses on the same form.

Account Codes

The most common account codes will be:

Expense	Account Code
Stationery	74010
Travel	71310
Training	71410
Hospitality	71332
Telephones	74020
Postage	74020
Subsistence	71312
Child/dependent care	71220
Subscriptions & memberships	74520

Expense payments can be paid in cash if below £50 or by bank transfer.

If you would like to be paid by bank transfer please complete an Account Opening Form.

For assistance, please contact charitysecretary@alexandrapalace.com / 020 8365 4335.