

# FLOWERS FROM THE FARM

## Flowers from the Farm Limited

### Expenses Policy

#### 1. Purpose

This Expenses Policy outlines the guidelines and procedures for claiming and reimbursing expenses incurred by staff, volunteers or board members of Flowers from the Farm Ltd (“FftF”) in the course of carrying out duties on behalf of FftF. The objective is to ensure that all expenses are reasonable, necessary, and in line with FftF’s strategic purpose as a trade association promoting a financially and environmentally sustainable local cut flower industry.

#### 2. Scope

This policy applies to all members, volunteers, board members, regional co-ordinators (RCOs) and contractors who incur expenses while working on behalf of FftF.

#### 3. General Principles

- Expenditure should be
  1. incurred wholly in the course of carrying out FftF’s strategic objectives and activities,
  2. in line with the annual budget, *and*
  3. reasonable, appropriate, and in line with current market rates

If there is any uncertainty about these three requirements, Board approval should be sought.

- Any planned expenditure of £2,000 excluding VAT or greater must be approved by the Board. Furthermore, quotes from three suppliers must be obtained for any planned expenditure of £4,000 excluding VAT or greater.
- A renewal of the same expenditure item may be made annually without re-tendering for three quotes for a maximum of three years, even if the cost is £4,000 excluding VAT or greater.
- RCOs may incur reasonable travel expenses when organising regional meetings, up to a total of £500 for each region in any one year. Board approval is required if the RCO travel expenses for any region are to exceed £500.
- Each region is entitled to an annual budget of £1,000 excluding VAT to spend on organising a regional event(s) for members. Please refer to the Regional Funding Guidelines and Regional Funding Application Form on the Members section of the website for how to apply for this funding. Once approved, the related

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expenses can be paid directly by forwarding invoices to [treasurer@flowersfromthefarm.co.uk](mailto:treasurer@flowersfromthefarm.co.uk) or can be paid by members and claimed using the usual submission methods (see Section 6).

- FftF reserves the right to refuse, or request further justification for, any claims that have been submitted without supporting documentation (see Section 6), have not been pre-approved and/or are not in line with this policy.

## 4. Eligible Expenses

The following expenses may be eligible for reimbursement:

### a) Travel

- **Public Transport:** Train, bus, or underground travel costs for FftF-related travel. Travel must be booked in advance to take advantage of discounts where possible. Train travel in standard class is the preferred option and first class tickets or upgrades will not be reimbursed.
- **Mileage:** If driving a personal vehicle for work-related purposes, mileage will be reimbursed at the rate of £0.45 per mile. Parking and toll charges are also reimbursable.
- **Air Travel:** If air travel is necessary, economy class travel is the only option which will be reimbursed.
- **Taxis/Rideshares:** Taxis or rideshare services (such as Uber) may be reimbursed for journeys where public transport is not a viable option. Receipts are required.
- **Overnight Stays:** If overnight accommodation is necessary for business meetings, FftF will reimburse the cost of a reasonable standard of accommodation, dinner and breakfast, to a maximum value of £120 per night. Accommodation must be booked in advance to take advantage of discounts where possible.

### c) Office Supplies and Equipment

- Expenses for office supplies, printing, materials, or other equipment required for work purposes will only be reimbursed if pre-approved by a Board member.

## 5. Non-Eligible Expenses

The following expenses are generally not eligible for reimbursement:

- Personal expenses unrelated to work.
- Fines (e.g. parking or speeding fines).

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- Non-essential luxury items.
- Entertainment expenses not related to business activities (e.g., personal leisure activities).

## **6. Submission of Claims**

- Claims for reimbursement should be submitted within 30 days of the expense being incurred.
- Expense claims should be submitted using FftF's expense claim form, which can be found in the members section of the website, accompanied by supporting documentation such as travel tickets, receipts, invoices or other appropriate documentation. These should be emailed to [treasurer@flowersfromthefarm.co.uk](mailto:treasurer@flowersfromthefarm.co.uk) . Mileage claims do not require receipts.

## **7. Reimbursement Process**

- Once approved, reimbursements will typically be processed via bank transfer.
- Claims should be processed and reimbursed within 10 working days of submission.

## **8. Approval and Oversight**

- Prior approval of expenditure should be submitted by email to [treasurer@flowersfromthefarm.co.uk](mailto:treasurer@flowersfromthefarm.co.uk) or [internalchair@flowersfromthefarm.co.uk](mailto:internalchair@flowersfromthefarm.co.uk).
- The administration team will review all expense claims to ensure compliance with the policy before reimbursement.

## **9. Fraud and Misuse of Funds**

Any attempt to submit false or inflated claims will result in disciplinary action and possible termination of role within or membership of the Company. The Company takes fraudulent claims seriously and will take appropriate legal action where necessary.

## **11. Review and Updates**

This Expenses Policy will be reviewed and updated biannually by the Board of Directors to ensure it continues to meet the needs of the Company and complies with relevant laws and regulations.

## **12. Approval**

This Expenses Policy was approved by the Board of Directors on 14 April 2026.

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FROM THE  
FARM**

Next review date: April 2028

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**Signature of Director** Natasha Midgley

**Name of Director** Natasha Midgley

**Date** 14 April 2026