



EXPENSES CLAIM FORM
[Receipts must be attached for all claims]

NAME _____ POSITION _____

ADDRESS _____

POSTCODE _____

DATE	FOR WHATEVENT/PURPOSE	NOMINAL CODE	FUND CODE	AMOUNT £
MEALS				
TOTAL				
TRAVEL – CAR MILEAGE WILL ONLY BE PAID IN EXCEPTIONAL CIRCUMSTANCES @ 25 P PER MILE				
TOTAL				
MISCELLANEOUS				
TOTAL				
TOTAL				
FOR OFFICE USE ONLY				
AUTHORISED BY		DATE		
METHOD OF PAYMENT				
CHEQUE NUMBER		DATE		



EXPENSES CLAIMS

Both Trustees and staff may claim reasonable expenses whilst engaged on official Society work. As a charity, the Society seeks to control its costs tightly and the following guidelines indicate types of expenses and maximum amounts which may be claimed. If in doubt, please check with the Chief Executive or Finance Officer *before* incurring expenses.

The following guidelines apply:

- **MEALS**

Meals taken during the course of a working day **away** from the office and/or as strictly business may be claimed to a maximum of:

Lunch @ £6.00 Dinner @ £15.00

The Society does not normally fund alcoholic drinks.

- **ENTERTAINMENT**

Entertainment expenses cannot normally be claimed. In exceptional circumstances they may be allowable. Details of the reason and number of people attending must be supplied.

- **HOTEL**

Whenever possible accommodation should be booked via head office, which will endeavour to find the most economical hotel/bed and breakfast.

Guide price: Out of London - £50.00 per night London - £70.00 per night

- **TRAVEL**

Where possible, seats must be booked via the Society's office using Charity Line. If this is not possible, the cheapest return tickets must be obtained and receipts must be obtained and attached to the expenses claim. Petrol expenses for car journeys will only be given if for health reasons a train journey is not possible, and at a rate of 25p per mile.

If booking your own flight, please ensure that you obtain the cheapest price and a receipt.

⇒ **Staff expenses must be signed off by the Chief Executive.**

⇒ **The Chief Executive's expenses claims will be signed off by the Chairman.**

⇒ **Trustee expenses to be signed off by the Chief Executive or Finance Officer.**

Please ensure that you supply details of the event being attended, eg date, venue, in what capacity.

Expenses claims will only be paid if they are accompanied by the appropriate receipts or in certain circumstances, a reasonable explanation for the lack of receipts is given.