

## Expenses policy

The Society can only carry out its activities through the hard work of volunteers who contribute their expertise and time. To recognise this commitment, the Society will reimburse expenses incurred by these volunteers in line with that shown below when attending committee meetings.

### ***Expenses Information for Officers, Editors, Committee chairs and members and editorial board members***

#### *Allowable Expenses*

Rail	- Standard class - Upgrade on train only if no standard class seating available
Air	- Standard class
Car	- Mileage allowance @ 45p per mile. If travelling direct to the meeting venue, the return mileage from home to office should be deducted; this is an Inland Revenue requirement
Travel sundries	- Car park, taxi, etc
Hotels (if absolutely necessary)	- Up to 4 star. Efforts should be made to locate reasonably-priced hotels
Subsistence	- Any necessary expenditure for meals and accommodation
Other items	- Any necessary expenditure

All claims should be supported by receipts; car mileage to be supported by journey details and distance travelled.