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## **BRITISH SUNDIAL SOCIETY**

### **Expenses Policy**

#### **1. Introduction**

This document summarises the Society's policy regarding reimbursement of incidental expenses that may be incurred by anyone, Trustees or Members, engaged in helping or working for the Society. It does not cover cases where a contract may have been agreed for work or services.

#### **2. Governing Principles**

- i. The Society's constitution requires that no funds or property shall be paid or transferred either directly or indirectly to any member of the Society except in expenses properly and exclusively incurred on behalf of the Society.
- ii. A governing principle should be always to have regard for the good use of the Society's money and to regard the Society's money as you would your own.
- iii. In general claims will only be reimbursed against original receipts for reasonably incurred expenses.
- iv. Normally, when a member carries out some task for the Society the time spent and value of facilities used are considered to be a gift to the Society. As a result claims for loss of earnings, storage, equipment use, interest, or the use of pre-existing facilities like broadband or the purchase of rail cards etc will not be accepted.
- v. Claims for subsistence will only be accepted where the expense has necessarily been incurred away from home. In such circumstances the Society will pay for modest refreshment only.
- vi. Where travel expenses are to be incurred the cheapest form of appropriate travel should be used, with due regard to the safety and convenience of the traveller. In the case of rail travel, existing rail cards should be used and off peak times should be chosen if reasonably convenient. Where travel using one's own car is involved or where the use of one's own car might be more convenient to the claimant, then a mileage claim at the current rate may be made. The potential travel costs for singular non-routine journeys should always have the prior agreement of the Treasurer.
- vii. The Treasurer's decision on all expense matters is final.

#### **3. Expense claims**

All claims for reimbursement of expenses already incurred should be forwarded to the Treasurer for approval in a format that as far as possible groups together the costs and sub-totals for like items such as travel, postage etc. Claims should be accompanied by receipts wherever possible. These should be sequentially numbered so that they can be more easily married to the item claimed. Where a receipt might be for more items than are being claimed the actual amount claimed should also be written on the receipt.

Claims for telephone calls necessarily made on behalf of the society should be accompanied by a copy of the relevant itemised portion of the telephone company invoice.

#### **4. Claims where receipts are not available**

It is acknowledged that sometimes it may not be possible to present a receipt for an incurred expense.

An example might be car parking charges paid using coins at a barrier. In such cases the expense incurred should be stated along with an appropriate identifying statement – eg the identity of the car park and date.

In all such circumstances the Society reserves the right to pay only what the Treasurer feels is reasonable.