

Glamorgan Bird Club – Expenses Policy

This expenses policy is drawn up in accordance with the [guidance from the Charity Commission](#).

Members and supporters of Glamorgan Bird Club ('the Club') are entitled to expect that their subscriptions and donations will be used wisely and that the Club uses its resources for its Objectives with the minimum possible deduction for expenses.

Nonetheless, trustees and members of the Club should not be expected to be out of pocket as a direct result of carrying out activities on behalf of the club.

In particular, members should not be deterred from serving on the committee or representing the club at other bodies because of the costs involved.

Accordingly, the Club may reimburse the direct and necessary costs of:

- Attending committee meetings
- Officially representing the Club (as agreed by the Committee), at outside bodies and events
- Purchase of materials and supplies on behalf of the club, as authorised by the committee, including postage, stationary and similar costs

All costs should be supported by a signed claim with details of the expenses being claimed and receipts, invoices, tickets or equivalent evidence for the expenditure.

Where the expense being claimed is for mileage in a private vehicle, the details of the journey and the number of miles travelled must be stated. The committee will set a mileage allowance from time to time [35p per mile as of Nov 2016]. Only one person in any vehicle may claim for each journey. Public transport must be by the cheapest practical method.

Expense payments must not involve any element of personal benefit to the recipient and no element of loss of earnings, or payment for voluntary time, may be claimed.

Attendance as a member, whether a trustee or not, at club general meetings, field trips, indoor meetings and similar events is not eligible for expense payments, although essential attendance at such events as an organiser or similar role may be eligible for expense payments, at the discretion of the Committee.

Detailed procedures for claiming and authorising any expense payments claimed may be issued by the committee from time to time.

The Treasurer shall be responsible for paying expenses, keeping accurate records of expense payments and for reporting the total value of expenses paid in the annual accounts.