

The Historical Dance Society - Travel and Other Expenses Policy

Introduction

This policy sets out the framework for claiming travel expenses on the Historical Dance Society (HDS) business. The policy is based on the principal of reimbursing reasonable claims based on cost incurred. Any claimants are expected to use public transport where it is available, unless its use results in considerable inconvenience, expense or if it is not a viable option (e.g., due to an individual's disability).

All claims for fares, car parking and taxis must be made on the HDS Expenses Claim Form and be supported by receipts or tickets.

Meetings and events

Reasonable expenses incurred for attending committee and subcommittee meetings and other authorised events may be claimed. Only trustees may claim for attending General Meetings (i.e., AGM, EGM).

Meals

Claims for meals undertaken on HDS business will not normally be met. An exception would require the prior approval of the treasurer.

Travelling by Public Transport

The following travelling expenses may be claimed:

- rail fares – standard class fares
- bus fares

Travelling by Private Transport

When journeys could reasonably and more cheaply be undertaken by public transport, the payment will not exceed the equivalent public transport fare. The current mileage rate is 20p a mile.

The following travelling expenses may also be claimed:

- taxi fares – only if there is no other form of transport available or to save time if the urgency of the journey warrants it
- car parking fees.

Costs beyond what is covered here should be cleared with the treasurer before they are incurred.

Review

The policy will be kept under review by the trustees and reviewed annually. It may be changed or cancelled by them after due consideration at a committee meeting.