

Expenses Policy

The committee give their time freely and at no cost to the HSP Support Group.

Out of pocket expenses MAY be claimed by members attending **committee meetings** ie

- Travel by public transport at standard class at cost
- Travel by car at 25p/mile, car park and toll charges
- Food and drink purchase during the journey and the meeting
- Accommodation by prior agreement

To attend the **AGM** committee members MAY claim for an overnight stay if travelling there and back in one day would be too much for the individual.

Members may claim travel expenses to the AGM if they bring another member.

Out of pocket expenses may be claimed by **speakers invited** to HSP Group meetings by prior agreement.

Out of pocket expenses may be claimed by members asked to attend meetings to **represent HSP Group** by prior agreement.

Expense claims must be backed up by evidence of the expenditure and be submitted within 1 month..

Claims will be settled by direct bank transfers whenever possible

[End of Document]

Next review: 2019