

Expenses Policy

The Trustees and Committee members give their time freely and at no cost to the HSP Support Group.

Reasonable out of pocket expenses MAY be claimed by members attending Trustee and Committee meetings ie:

- Travel by public transport at standard class at cost. Members are encouraged to pre book tickets where possible to secure a lower fare
- Travel by car at 25p/mile, car park and toll charges
- Food and drink purchased during the journey and the meeting
- Overnight accommodation by prior agreement of the Treasurer

The group will cover costs associated with regional meetings ie:

- Room hire costs by prior agreement
- Refreshment costs up to £5 per person may be claimed by the meeting organiser
- Out of pocket expenses may be claimed by **speakers invited** to HSP Group meetings by prior agreement of the Treasurer or chair of the relevant Committee.

Reasonable out of pocket expenses MAY be claimed by trustees attending the AGM ie:

- Overnight accommodation by prior agreement of the Treasurer

Reasonable out of pocket expenses MAY be claimed by members in the following situations:

- Travel by car at 25p/mile if they bring another member to the AGM by car.
- Travel by car at 25p/mile if they bring another member to regional meetings by car, limited to a maximum round trip distance of 200 miles without prior agreement.
- Expenses (as described for trustee/committee meetings) may be claimed by members asked to **represent the HSP Group** at meetings, by prior agreement of the Treasurer.

Process

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

All claims should be sent to the Treasurer ideally with details of the bank account (account holder, sort code and account number) to which reimbursement will be made.

[End of Document]

Next review: October 2023