

## EXPENSES POLICY / PROCEDURE & FORM

### Policy / Procedure

Articles of Association - clause 19.2: 'A member of the Council or Management Committee is entitled to be reimbursed reasonable expenses properly incurred when acting on behalf of the Association' subject to:

- The expense being incurred wholly and exclusively for the purposes of running the Association.
- As we are a charity, costs / expenses not being able to be met from other sources.
- Agreement from two trustees that the particular expenditure can be incurred, is necessary and reasonable.

#### Notes:

1. Travelling to monthly meetings is excluded unless the claimant has been given a particular role at a BHSEA event and is not able to claim from any other source e.g. their employer.
2. If a member is not attending a monthly event it will be expected that they attend any Management or Council meeting on the same day via Zoom which will save time, cost and environmental impact.
3. All expenses related communication including expense claims and receipts may be carried out electronically via email.
4. Expenses claim to be submitted to the Secretary who will seek authorisation for payment from two trustees.
5. Secretary to retain appropriate records for three years.

	Month	<input type="text"/>	Year	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>	Signature
				<input type="text"/>

### Travel by car

Date	Journey	Mileage	Mileage rate	Amount
			0.45	£0.00
			0.45	£0.00
			0.45	£0.00
		<b>Total</b>	<b>0</b>	<b>£0.00</b>

### Travel - other (VAT receipts to be submitted / included)

Date	Description	Excl. VAT	VAT	Amount
		<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>

### Purchases (VAT receipts to be submitted / included)

Normally, purchases will be made by the Secretary, wherever possible via a purchase order and invoice.

Date	Description	Excl. VAT	VAT	Amount
		<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>
			<b>TOTAL</b>	<b>£0.00</b>

### AUTHORISED FOR PAYMENT

Trustee no. 1 (name)	<input type="text"/>	Date	<input type="text"/>
Trustee no. 2 (name)	<input type="text"/>	Date	<input type="text"/>