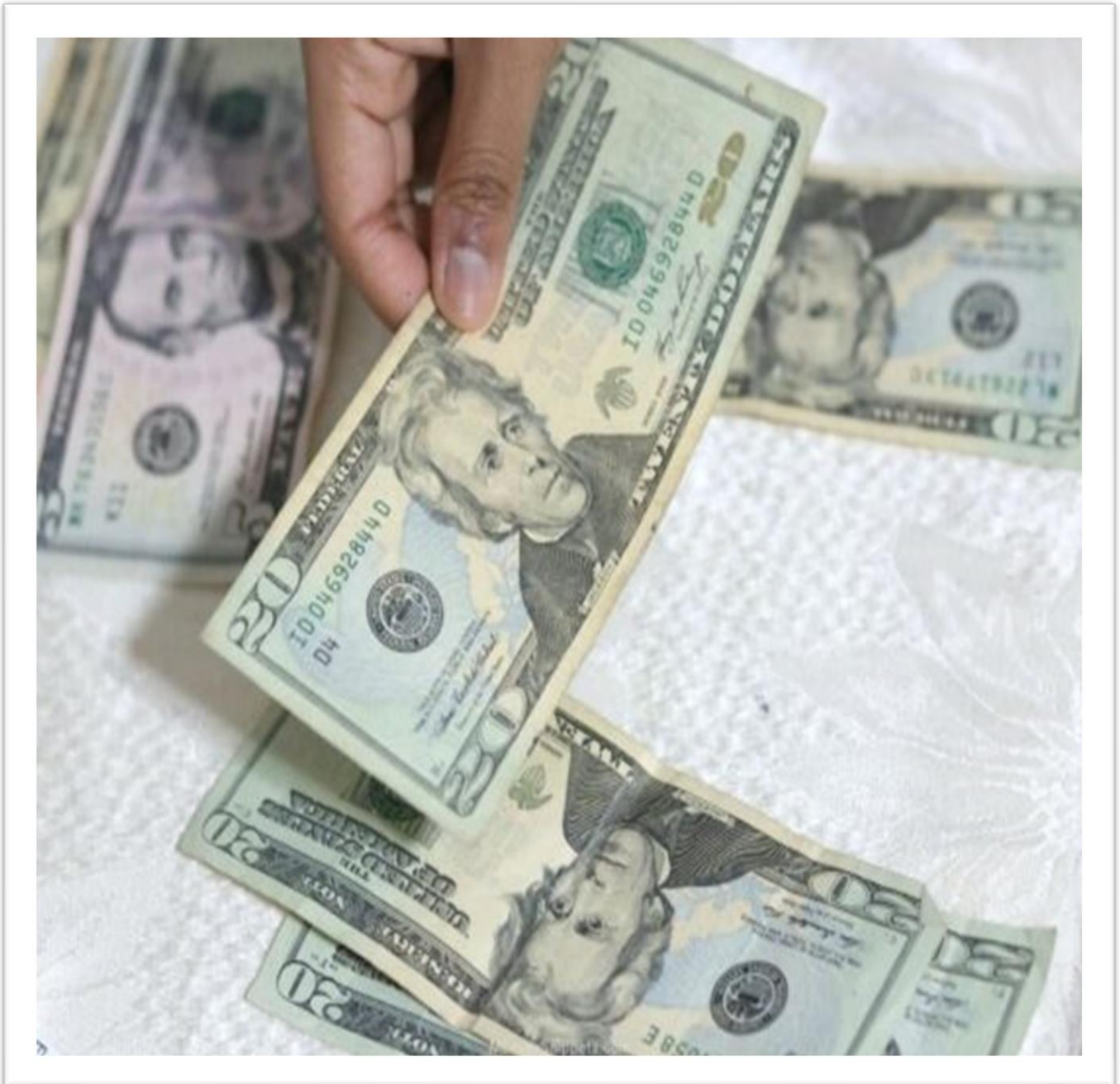


EDINBURGH, LOTHIANS and BORDERS BRANCH

(a charity registered in Scotland No: SC009110)

BRANCH EXPENCES POLICY



1. Introduction

Each branch is a registered charity in its own right therefore each branch may have different expenses procedures. Edinburgh Lothian and Borders Branch recognises that there will be circumstances where members incur expenses whilst representing the branch. Therefore, the committee support the following expenses deemed as 'Reasonable Out-Of-Pocket' expenses. Any expense, where possible, should be agreed prior to any expenditure incurred.

2. Reasonable Out-Of-Pocket' Expense

Members and Volunteers are encouraged to use public transport where possible; although it is appreciated that some activities a car will be essential and may be more cost effective.

It is unusual for branch members/volunteers to travel more than 100 miles. If travel is further than this, they should check with the Branch Treasurer that it is necessary to do so and gain prior approval.

The branch does not cover expenses for Fines for Parking, Speeding or any other offences.

Mileage will be reimbursed as per [HMRC Business Travel Mileage rates](#).

Tax: rates per business mile

	First 10,000 miles	Above 10,000 miles
Cars and vans	45p (40p before 2011 to 2012)	25p
Motorcycles	24p	24p
Bikes	20p	20p

3. Sustenance

The branch does not cover expenses for Hospitality or Sustenance unless prior agreement has been given by committee.

4. Receipts

Receipts and itemised bills will be required to support expenses claims.

5. Expenditure

Any volunteer finding difficulty covering expenses up-front, should contact the Branch Treasurer.

6. Expense Claim Form

An expense claim form can be obtained from the Branch Treasurer or the Annex below.

For more information on anything mentioned in this Branch Expenses Policy, please ask a member of the Branch Committee.

7. Annex A



EL&B Expenses
Claim Form

8. RECORD OF ONGOING REVUES

VERSION	DATE	ACTION	REASON	PERSON
Draft	April 2021	Draft		Dave Prior Branch Treasurer
1.0	April 2021	Publish		Dave Prior Branch Treasurer
1.1	April 2021	Amendment to title + para 1 wording	wording	Dave Prior Branch Treasurer
1.2	Jan 2022	Review	Review	Dave Prior Branch Treasurer