

GIRLGUIDING HAMPSHIRE WEST

GUIDANCE ON EXPENSES (Effective from 1 July 2017)

ACCOMMODATION

Accommodation costs incurred as part of a training should be claimed via a 'Training Grant'. See "Grants Available".

County staff may, with prior agreement with the Finance Committee, claim any remaining balance through their County expenses, where this relates to an event attended as a requirement of their role.

TRAVEL

Travel expenses incurred as part of a training should be claimed via a 'Training Grant'.

Other travel expenses may be claimed as follows:

- Mileage = 45 pence per mile
- Second class rail fare or equivalent

COMMUNICATION

Communication costs may be claimed as follows:

- Telephone calls, where no electronic record is provided by the telephone organisation = 10 pence per call
- Telephone calls, where an electronic record is provided by the telephone organisation = at the cost of the calls
- Photocopies = at the cost made by the organisation or 5p per copy for any copying done at home on their personal printer/copier.

All expenses are reviewed annually and are subject to budget limits.