

# GUIDANCE ON EXPENSES

(Effective from 18 October 2023)



## 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 from 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 – 45p per mile
- Second class rail fare or equivalent

## Communication

Communication costs may be claimed as follows:

- Photocopies and printing – at the cost made by the organisation or 5p per copy for any copying or printing done at home on a personal printer/copier

Claims should be submitted using the Hampshire West claim form obtainable from the county website or county treasurer

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