

# Guidance on expenses

(Effective from 20 June 2025)

## 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:

- Telephone calls – at the cost of the call
- Photocopies and printing – at the cost made by the organisation or 8p per copy for any copying or printing done at home on a personal printer/copier

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