

# CHIG EXPENSES POLICY

## 1. Introduction

The underlying ethos for this policy is that club members are volunteers who willingly devote their time and effort towards supporting club activities. Thus the aim of this policy is to ensure that members and others have the ability to reclaim reasonable costs when undertaking activities at the request of the club (e.g. as an event official or when attending a course).

As a general principal, a club official must be aware of such costs before they are incurred and ensure that they are in accordance with this policy.

In general, the Club will pay all marginal expenses incurred by event officials or committee members, whether elected or appointed, in connection with club business and provided it has been approved in advance by a committee member. It is intended to cover out-of-pocket expenses, wear-and-tear on personally owned equipment, but not time unless specifically approved. Payment for specialist skills such as Mapping and Website design may also be made, but terms must be agreed in advance by the committee.

## 2. Types of Expenses

### 2.1 General

Expenses that involve explicit expenditure, such as telephone calls (excluding any proportion of rental), stamps and equipment purchased may be reclaimed.

### 2.2 Cars

Expenses may be charged at 130% of the fuel cost to meet the cost of the extra servicing, etc. This is not intended to cover the cost of insurance, road tax and depreciation.

*(Note: BOF policy in 2008 is to pay a fixed 21p per mile plus 2p per passenger up to 25p. SEOA copies this policy. The CHIG variable policy is considered to be more in keeping with the underlying ethos of the Club. Also, the repayment of actual costs protects members' funds by avoiding excessive claims. N.B. Should "Petrol price per litre" and "Car engine size" be added to CHIG claim forms?)*

### 2.3 Computers/printers

Computer software and hardware (except printers) are presumed to have no wear and tear. Where printers are used, ink and paper may be claimed at cost plus 30% to cover wear and tear.

### 2.3 Meals and Accommodation

These are only reclaimable when they are incurred on business requested by the Committee. A budget for such expenditure must be pre-approved by the Committee.

## **2.4 Storage**

The club will not pay rent to any member for the storage of equipment. However, the club accepts full responsibility for any equipment kept at a member's home, and will ensure that the member is not financially disadvantaged as a result of keeping that equipment, provided that the Club has agreed to the member keeping the equipment at home.

## **3. Committee Members**

All reasonable expenses incurred by committee members in connection with their duties are refundable, including the cost of travelling to club meetings, but the cost of travelling to Annual General Meetings and Emergency General Meetings is not.

## **4. Event Officials**

All expenses, including travel, incurred by Organisers, Planners and Controllers in connection with events are refundable from the event proceeds. If an Event Co-ordinator is appointed, he or she is similarly refunded.

Members providing support for an event *other than on the day of an event* are eligible to claim travel expenses. Helpers *on the day of an event* will be entitled to claim travel expenses, or have a free run (i.e. waive the entry fee), but not both.

## **5. Club Members**

No expenses incurred by ordinary club members are refundable unless they have been authorised by an event official or committee member and would otherwise have been incurred and reclaimed by that person. When a club member is asked by the committee to attend a club meeting, travel expenses are reclaimable in line with the rules for committee members.

## **6. Conferences and Courses**

Attendance fees at courses and conferences may be refundable in full or partially as decided in advance by the committee. Travel expenses and accommodation will be allowable in accordance with Section 2 above.

## **7. Mapping**

The Club will meet charges for time spent on all aspects of mapping, but the Committee must approve the basis of the charge before mapping commences.

*(Note: a pre-fixed price basis is preferred that would vary according to whether a new map is being produced or an existing one updated. Thus the cost of the mapping should reflect the quality delivered. It would be difficult to draw up a set tariff for all tasks due to the varying size and complexity of the areas concerned and*

*the skill of the mapper. If the latter case was adopted, the maximum amount payable for each task would have to be specified. Are there any other ways of repaying mapping costs?)*

## **8. Official Team/Squad**

On application, the Committee may make grants towards the costs of anyone selected for an official BOF or SEOA tour. Normally, these grants are to encourage juniors.

## **9. Club Transport**

When the Club organises an official activity and hires group transport, it may subsidise the cost of travel. Members electing to make their own travel arrangements will not be eligible for this subsidy. This only applies to activities where all club members are invited to attend.

## **10. Other Expenses**

The Committee will consider claims for expenses that are not covered by this policy, provided the claim is approved in advance of the expenditure being incurred.

## **11. Claims**

Claims should be made in writing to the Treasurer using any relevant forms as appropriate. They must be supported by receipts whenever possible.

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