**Tandem Trekkers Expenses Policy**

(Reviewed 22/02/2023)

**Members will only be reimbursed for out-of-pocket expenses, by submitting a TT expense form together with receipts for expenses incurred that they otherwise would not have had.**

**Travel expenses**

Pilots are able to claim for travel expenses to and from TT Storage, up to a maximum of £10, and to and from the TT storage to rides, along with any pre-approved travel incurred whilst carrying out TT work.

**Car mileage and taxis**

Car mileage allowance £0.45/mile.

Car parking fees incurred in the course of work will be refunded upon production of a valid receipt. Taxi fares will only be met where the use of public transport is not practical and needs to be approved before incurring.

**Vehicle Insurance**

Pilots are responsible for checking their vehicle insurance provides suitable cover for volunteering.

**Miscellaneous Expenses**

Money spent on stationery, postage and phone calls etc. undertaken on behalf of the organisation by any member can be claimed back. Any other item of necessary expense may be reclaimed on prior approval of the Chairperson and Treasurer.

**Claims**

To claim expenses, please complete a TT expenses form and submit this to the TT Chairperson for countersigning. This will then be passed to the treasurer who will reimburse accordingly.

To claim expenses you must:

* Complete a TT Expenses form.
* Provide all valid receipts. Reimbursement will not be provided without a valid receipt or acceptable proof of spend.
* Submit your expense claim form within a month of the date the expense was incurred.
* Where necessary, seek prior approval for the expense before incurring.