

## **POSOL - Directors' and Volunteers' Expenses Policy**

### **1. General principle**

Volunteers (which term includes directors for this purpose) should be reimbursed for all necessary expenditure reasonably incurred in the performance of their duties. Volunteers should not be out of pocket through volunteering for POSOL.

Actual expenditure up to limits specified in this policy will be reimbursed.

### **2. What can be claimed?**

***Travel to and from local POSOL related meetings.*** – When attending meetings in relation to POSOL matters, volunteers can claim mileage and parking costs or bus fares from home to the meeting and home again.

***Travel to meetings out of the area etc.*** - Attendance at such events should be approved by the Chairman in advance. Volunteers can claim mileage, second class train fares or bus fares from home to the event plus parking costs and any necessary tolls. Wherever practical the cheapest method of travel should be used and if more than one person is travelling by car they should travel together.

***Meals.***- Expenditure on breakfasts, lunches, dinners and alcohol are not reimbursable as these are normal personal expenses.

***Tea, coffee and ancillary expenses*** – Reasonable costs of beverages and minor items such as biscuits etc are reimbursable.

#### ***Car expenses***

- It is your responsibility to ensure that your insurance covers you for driving on POSOL's business and POSOL accepts no liability for loss of, or damage to vehicles or their contents.
- Fines for any motoring offences, including parking tickets, are the responsibility of the individual. POSOL will not accept responsibility for any fines incurred.
- Mileage will be reimbursed at 45p per mile.

#### ***Printing, stationery, ink and postage***

Reasonable costs incurred exclusively on POSOL business on these consumer items will be reimbursed.

Agreed at Board Meeting on 15 February 2019