



West Somerset Railway Association

Expenses Policy for Trustees

This policy has been devised in order to ensure that all those who give freely of their time to assist the Association should not be out of pocket for their endeavours, as Trustees. This policy does not apply to any trustee working as a volunteer on the railway in any other capacity, including for example on the Quantock Belle or in the Williton Works.

1. We pay travel expenses in the following circumstances for Trustees:
 - a) Board Meetings
 - b) Attendance at the Association's offices or elsewhere for the purpose of discharging their duties.
2. We agree that all should claim expense but recognise that some may wish to donate their expenses to the Association by repaying them, and thus allow the Association to claim Gift Aid.
3. We agree to pay either car mileage at 25p per mile or public transport by train using standard class fares, or bus. Trustees are under an obligation to use the cheapest fare possible, and to use discount fares where possible (e.g. Senior Railcard). Taxi fares will not be paid unless this is the only form of transport available, and preferably with several trustees together. Where long distance travel is involved we expect to pay for a cheap ticket in advance, on the understanding that if the event is cancelled or the trustee is prevented, the ticket will be written off.
4. Subsistence and overnight allowances are not payable unless agreed in advance in writing with the Chair, or in the case of the Chair with the Treasurer.
5. If the Chair and Treasurer are travelling together (for example to a meeting in London) then their expense claim must be approved in advance in writing by another trustee.
6. We agree that claims should be submitted on a monthly basis and within three months of the event giving rise to the claim. Claims for the months leading up to the end of the Association's financial year should be submitted as soon as possible after the end of the year, and no later than one month after the end of the year.
7. Claims should be submitted on the appropriate form and with appropriate supporting receipts in the case of public transport or taxi fares, to the General Manager, who will arrange for them to be countersigned by the Chair, or in the case of the Chair by the Treasurer.