

Norfolk & Norwich Horticultural Society

Registered Charity No: 1091429

Expenses Policy

This is the expenses policy for Norfolk & Norwich Horticultural Society, drafted in accordance with our constitution and Charities Commission guidance and effective from 5 December 2021.

- **The society will reimburse expenses wholly incurred in the course of carrying out the charities business, in line with the guidance on the Charities Commission website.**
- **Trustees and volunteers wishing to claim expenses must do so using the society's expenses claim form.**
- **The expenses claim form includes a declaration that the claim is accurate and that the expenses have been incurred on the business of the charity.**
- **Expenses claim forms must have applicable paperwork, be signed by the claimant and authorised by the Chairman or Vice Chairman.**
- **Expenses will be reimbursed by cheque or bank transfer.**
- **Mileage will be paid at 45p per mile.**
- **Non-trustees, i.e. volunteers & helpers must seek approval for claiming before incurring expenditure on behalf of the society.**
- **Volunteers/helpers will be advised about claiming expenses by the committee member responsible for their particular task.**