



EXPENSES POLICY

1. Basis for the reimbursement of expenses

The Articles of the Company make two provisions:

- No member shall be paid for work done for the Company.
- Members may receive reasonable out of pocket expenses.

[A practical interpretation of these is that (a) no-one receives any perks or makes a profit at the Guild's expense, and (b) No one should be out of pocket for effort expended on behalf of the Guild.]

The arrangements for the reimbursement of expenses shall apply equally to all members of the Guild irrespective of status.

2. Travel

The cost of travel incurred by any member whilst undertaking Guild business* (see section 5) will be reimbursed on the following basis.

2.1 Where it is practicable to do so, public transport should be used. The full value of the cost incurred, ie including any discounts obtained, of second class rail or coach travel may be claimed against a receipt or evidence of the fare paid (eg a ticket bearing the value paid). When travelling by train or coach, claimants are expected to obtain the cheapest available fare consistent with the need for flexibility, eg an Advance ticket would be reasonable where the time of travel is in the control of the claimant, such as when travelling to a meeting, however a more flexible ticket would be reasonable where the time of travel is dictated by factors outside the claimant's control, such as returning from a meeting where the time of travel cannot be predicted.

Taxi fares are only reimbursed where there is no alternative or in case of infirmity (agreed in advance by the chairman of the committee you will be attending. Dated receipts are mandatory and must not include any tips given.

2.2 Where public transport is not a practicable option, either by cost, virtue of the route involved or the need to transport material relating to Guild business, costs incurred in the use of a member's private car will be reimbursed on the basis of mileage at [30p] per mile. Mileage should be calculated for the complete journey to and from the event concerned and should be rounded to the nearest whole mile. However fuel receipts must be provided to the value of that claim.

The mileage rate includes an allowance for wear and mileage depreciation.

For those wishing to claim fuel only a receipt should be provided to the value of your claim.

2.3 Hire vehicles, claims for hire and fuel will be reimbursed in full but only on production of valid VAT receipts. Hire vehicles must only be used after agreement with your committee chairman on the Chairman of Events.

3. Meal Allowances:

Where a member is away from home for more than five hours on **Guild business**, the following allowances may be claimed against the costs of meals. These reflect the fact that the costs of meals taken in such circumstances are generally greater than would normally be

incurred were they taken at home.

Breakfast and or lunch, UP TO £5 for each meal against VAT receipts. Costs for breakfast will not normally be reimbursed unless the business being undertaken necessitated a departure before [07:00] or where accommodation is provided for the preceding evening at Guild expense.

Evening meal, UP TO £15 per meal against VAT receipts, An evening meal allowance should only be payable if the Guild is providing evening accommodation on that evening and the individual claiming this allowance is representing the Guild on **Guild business**.

The Guild does not pay evening meal allowances to layout operators or demonstrators UNLESS they also have a specific role on Guild business.

Costs for alcoholic drinks may not be claimed.

Where the Guild, or the event organiser, provides catering or an allowance towards meal costs, the above allowances do not apply.

4. Accommodation:

Where accommodation is required for those engaged in -

- setting or breaking down exhibitions organised by the Guild,
- providing a function at the request of the Guild at an exhibition organised by the Guild.
- attending meetings concerned with the management of the Guild, or the business of its formally constituted Committees, this shall be booked centrally by the Secretary or such persons or organisations to whom they may delegate such powers, the costs to be met from Guild funds. Where the terms of business of the location concerned do not permit the costs to be invoiced directly to, and paid by, the Guild Treasurer, the member responsible for the event may claim the full cost as incurred against production of a VAT receipt for the costs. Where these costs include meals then the allowances available to individual members do not apply.

The allowances for meals taken as part of pre-arranged accommodation shall be the same as set out in Section 3 above. Any costs incurred by an individual member over and above these allowance shall be borne by the member concerned.

Guild officials whose duties involve an unavoidable overnight stay may book B&B up to a maximum of £60 per night, reimbursed in full against a VAT invoice. This provision is made specifically for Constituency Representatives who are required to provide Guild representation at shows where it is not practicable to return home overnight, ie where the venue is more than 50 miles from their home address or would result in their not returning home before 21.00hrs. Exceptions may be made during the winter season (December - March) where returning home overnight would expose the member to increased risk through driving.

Anyone intending to claim overnight accommodation must have their arrangements approved by the chairman of the Guild Committee appropriate to the Guild Business being undertaken.

5. Guild business

The term Guild Business shall be defined as:-

- work undertaken by a member at the explicit request of the Guild Management, ie the Board & Council.
- work undertaken by a member at the explicit request of a formally constituted Guild Committee.
- work undertaken by a Constituency Representative or nominated deputy in maintaining contact with, and representing, the membership of the Guild.

Gauge 0 Guild Board

20th November 2016.

Version 2

Approved by Council 4th February 2017

Proposed: John Kneeshaw

Seconded: Ian Kirk

Signed R. Clark Secretary