



South Western Regional Library Services CIO

SWRLS EXPENSES POLICY

1. This policy applies to all eligible to claim expenses for undertaking SWRLS activities, i.e. Trustees, Coordinator, external speakers and others to whom expenses are offered (this should be in writing for mutual clarity).
2. Expenses are actual costs that have arisen in order to directly undertake necessary SWRLS activities (e.g. attend an AGM).
3. Expenses that can be reimbursed are:
 - travel (where possible public transport at lowest cost available, or 45p per mile for car travel (subject to holding a full UK driving licence, in-date MOT certificate, taxed car, insurance));
 - taxis (if destination is not manageable by public transport or on foot);
 - meals (to a maximum of £15 for lunch; £20 for evening meal).

Expenses do not include additional or unnecessary extras, e.g. cost of first-class travel, travel for partner, fines or penalties.

Accommodation should not normally be necessary as events are usually within the South West region; please let the Chair know if accommodation is needed to gain approval. (Maximum cost for hotels is £100 per night outside of London; £140 in London.) Any queries about whether a particular expense is payable should be raised with SWRLS Chair: DGundry@aup.ac.uk

4. To claim for expenses, please email or post this [claim form](#) to the Treasurer, and include evidence of expense, i.e. receipt(s) or bank statements (except for mileage claims, and where receipts are unavailable e.g. for bus and tube journeys): swrlstreasurer@outlook.com. Payment will be by BACS.
5. The charity accepts no liability for any accident, loss, damage or claim arising out of any journey made on charity business unless caused by its negligence.

Version 1.1. approved by Trustees August 2024