MID-CHESHIRE FOOTPATH SOCIETY EXPENSES CLAIMS GUIDELINES

The Society seeks to reimburse the expenses of any member appointed to a specific role or task, other than leading walks on the regular programme within the Society's area. These guidelines will be brought to the attention of any member entitled to submit claims.

Expenses claimed must be solely and necessarily incurred in carrying out the designated activity.

The costs of routine travel, stationery and printing/copying on personal equipment, postage and phone calls will be reimbursed without specific authorisation. The Committee may from time to time agree standard rates for items such as car mileage and printing. Any other expenditure must have been explicitly authorised by the Committee or exceptionally, if time does not permit, by the Chairman, either as a one-off or a general decision.

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Electronic expenses submissions via email are preferred, but paper submissions are still acceptable. For electronic submissions: email a scan, pdf or photo of receipts and completed expenses claim form to the Society's email account walkmcfs@gmail.com for authorisation by the Treasurer and Chairman. Paper submissions can be made directly to the Treasurer.

(The claim form can be accessed as a download from the Society's Members page.)