

1. Purpose

This policy outlines the procedures for reimbursing expenses incurred by trustees, members, and volunteers of the HDGB while performing duties related to the Guild's charitable objectives.

2. Scope

This policy applies to all individuals incurring expenses on **behalf** of the HDGB, including trustees, members, and volunteers.

3. General Principles

- **Legitimacy:** Expenses must be necessary and directly related to the activities of the HDGB.
- **Reasonableness:** Costs should be modest and represent value for money.
- **Documentation:** Claims must be supported by valid receipts or invoices.
- **Approval:** All expenses require prior authorisation as outlined in this policy.

4. Eligible Expenses

The following officer's expenses are considered eligible for reimbursement:

- **Travel:** Costs for travel to meetings, events, or activities directly related to HDGB duties. This includes:
 - **Public Transport:** Reimbursement for bus, train, or other public transport fares.
 - **Private Vehicles:** Mileage may be claimed at 50% of the HM Revenue & Customs (HMRC) approved rates.
 - **Parking and Tolls:** Fees incurred during HDGB activities.
- **Meals and Refreshments:** Reasonable costs for meals when attending events that require an overnight stay.
- **Accommodation:** Overnight stays may be reimbursed when necessary and pre-approved.
- **Communication:** Postage, telephone calls, and internet charges incurred for HDGB business.
- **Training and Development:** Costs for attending approved training sessions or conferences relevant to HDGB roles.

5. Ineligible Expenses

The following are not eligible for reimbursement:

- Personal expenses not related to HDGB activities.
- Alcoholic beverages.
- Fines or penalties.
- Expenses already covered by another organisation.

6. Procedure for Claiming Expenses

- **Submission:** Complete the HDGB Expense Claim Form and attach all relevant receipts.
- **Approval:** Submit claims to the Treasurer within 30 days of incurring the expense. The Treasurer will review and approve claims in line with this policy.
- **Payment:** Approved expenses will be reimbursed by bank transfer within 14 days of approval.

7. Advance Payments

In cases where upfront payment is necessary, individuals may request an advance by providing a detailed estimate of expected expenses. Advances must be reconciled with actual receipts within 14 days of the event or activity.

8. Monitoring and Review

The Trustees will review expense claims periodically to ensure compliance with this policy and may amend it as necessary to reflect changes in regulations or organisational needs.

This policy ensures that all expenses are managed responsibly, supporting the HDGB's commitment to advancing bellringing, fostering fellowship, and maintaining the Diocese's bells, and our charitable status.