

BRIGHTON & HOVE CAMERA CLUB

The following guidelines have been approved by Council

EXPENSES

Members undertaking tasks on behalf of Council may claim for reimbursement of authorised expenditure. The following notes are for guidance when completing the claim form (obtainable from the Treasurer, or by download from the website.)

1. **Authorisation of expenditure**

Expenditure of less than £200 can be authorised by the Treasurer, or in his/her absence by the President or Secretary.

Expenditure between £200 & £500 must be approved in advance by the President, Secretary & Treasurer.

Expenditure over £500 must be approved in advance by Council.

2. **Claims** must be made on the Club's claim form, supported by appropriate receipts.

Original receipts should be supplied where possible. (If copies are used they should be clear, & if attached to emails, should be in Word or PDF format – please do not photograph them for this purpose).

3. **For major expenditure**, invoices should be submitted direct to the Treasurer whenever possible. Any invoices will normally be settled within 5 days of receipt.

4. **Stationery & stamps** may be purchased in reasonable quantities by Club officials who should obtain receipts. Members who regularly print on behalf of the Club may claim £10 p.a. towards ink cartridges. No receipts are required for cartridges; the allowance can be claimed on the Club claim form.

5. **Travel expenses** Reimbursement may be claimed for public transport fares or mileage for journeys undertaken on Club business. This must be authorised in advance by the Treasurer, President or Secretary. Mileage rate for car claims will be determined annually by Council. For the Club year 2010-11 this will be 40p per mile. Claims must state the purpose of the journey, destination & return mileage. The Club will not reimburse any parking or other financial penalties incurred whilst driving on Club business; these are the personal responsibility of the member who incurred them.

6. **Expenses incurred in presentations to Club meetings** Members presenting a full evening's session at a Club meeting may claim a fee of up to £20, plus any additional expenditure incurred solely for the purpose of the presentation to the Club. This must be agreed in advance with the Programme Secretary & the normal booking form for speakers must be completed.

29th October 2010