ASSOCIATION OF FENCING INDUSTRIES

EXPENSES POLICY

INTRODUCTION

This policy applies to all individuals who carry out work for AFI and incur expenses; this includes employees, contractors or consultants and volunteers. The guidelines within this policy allow for reasonable expenses to be reimbursed when an individual incurs business-related expenses. Other expenses or those which may fall outside the guidelines should be agreed in advance with the General Secretary. The aims of the policy are to ensure fair and reasonable use of member subscriptions and to ensure that no individual is out of pocket through paying for AFI expenses.

SUBMISSION OF EXPENSES, GENERAL GUIDELINES

All expenses should be submitted promptly with receipts including VAT receipts whenever possible. Costs should be kept reasonable and all bookings that can be made in advance (e.g. trains and hotels) must take advantage of early booking discounts. Some bookings can be made and paid for by AFI directly (e.g. hotels, conferences, train travel). This should be done by calling our office with details of the requirements.

SPECIFIC GUIDELINES

Travel:

Mileage is paid at standard HMRC rates (45p per mile up to 10,000 miles, 25p per mile thereafter).

Trains: travel should be booked in advance whenever possible (e.g. on The Trainline), via the cheapest, most direct route and in standard class.

Hotels:

Accommodation should be booked in advance whenever possible. AFI can make bookings directly through our account with Travelodge based on approximately £50 per night. Should no local Travelodge be available, a similar standard accommodation will be selected.

Subsistence:

Reasonable expenses for meals are allowable. Typically, up to £6 for breakfast when a journey has started before 7am and £15 for dinner if the journey ends after 7pm. Lunch will normally only be covered when entertaining clients.

Strategic Development Manager is responsible for maintaining the currency of this procedure. This procedure will be reviewed annually at the end of each calendar year.

END OF PROCEDURE