

# Paddle Steamer Preservation Society

## Officials' Travel Policy

*Approved 9 March 2019*

The Society will reimburse officials' travelling expenses necessarily incurred for attendance:

1. at General Meetings attended in an official capacity,
2. Council meetings,
3. meetings of any committee or working party to which the Official has been appointed,
4. other business meetings attended in an official capacity,
5. for security purposes, at premises occupied by the Society,
6. transporting the Society's property, or
7. as agreed by the Council.

Train or air fares or fuel expenses (which may be on a reimbursement or fuel only mileage rate basis) will be reimbursed, together with bed and breakfast accommodation in cases when a day trip is not possible. Parking and toll charges are also eligible.

Officials are expected to use their best endeavours to obtain the cheapest applicable ticket or accommodation for their journey. In this respect, the Society will reimburse the cost of unused pre-booked tickets or accommodation, less any refund available from the operator, where the official is prevented from attendance by late developments, e.g. illness or cancellation of the event.

The term officials shall be taken to include trustees, members of committees appointed by the Council, representative directors of WSN, WEL, PSKCT & LLSC, branch committee members and persons otherwise appointed to an official duty.

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For information, the present HMRC fuel only rates (effective 1 December 2018) are:

Engine size	Petrol - amount per mile	LPG - amount per mile
1400cc or less	12 pence	8 pence
1401cc to 2000cc	15 pence	10 pence
Over 2000cc	22 pence	15 pence

Engine size	Diesel - amount per mile
1600cc or less	10 pence
1601cc to 2000cc	12 pence
Over 2000cc	14 pence