

## **POLICY FOR REIMBURSING TRUSTEES' TRAVELLING EXPENSES**

The Society will reimburse trustees' travelling expenses necessarily incurred for attendance at General Meetings attended in an official capacity, Council meetings, meetings of any sub-committee or working party to which the Trustee has been appointed, other business meetings attended in an official capacity or as agreed by the Council.

Expenses will be limited to standard class rail fares, except for journeys in excess of 300 miles when air fares will be paid when the Trustee would not otherwise be able to participate in the event.

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