

Trustees' Travel Policy

Adopted 10 March 2018

The Society will reimburse trustees' 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 Trustee 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 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.

Trustees 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 Trustee is prevented from attendance by late developments, e.g. illness or cancellation of the event.