



BATH – ALKMAAR TWINNING ASSOCIATION



EXPENSES POLICY FOR COMMITTEE MEMBERS

Background

While representing the Twinning Association, the Committee Members of Bath – Alkmaar Twinning Association (BATA) will occasionally incur expenses that will be refundable. The important areas to note are that:

a) the Charter Trustees' Grant is received on the understanding that it cannot be used to fund Committee Members of the Association in its activities, including expenses.

b) gifts of large value may be construed as bribes so these should be avoided both ways.

Types of expenses that may be considered for reclaim are gifts, entertaining, and travel (including accommodation and subsistence).

Definitions

Gifts

Often the exchange of gifts may take place during official visits between Committee Members of BATA and of other organisations. These gifts will be normally be of small value and usually reciprocated and therefore no claim will be required.

Large value personal gifts (i.e. gifts with a resale value of more than £25) should be declined politely as the acceptance may be considered a bribe.

Gifts received on behalf of BATA have no limits, unless any one of the BATA committee benefits directly, in this event the total value of £25 as above will apply.

Gifts presented to a 3rd party by BATA should not exceed £250, and must be approved by the Committee.

In the event that a gift has been purchased and the Committee Member wishes to submit a claim, a brief note as why the gift was required and why it was not considered as reciprocated should be included with the receipt and submitted to the Chairman of BATA for consideration by the Committee.

Entertaining

During visits BATA Committee Members often take meals with their visitors, the protocol is either to share the cost or if receiving a free meal then reciprocate at a later date.

In the event that a 3rd party meal cost has been incurred and the Committee Member wishes to submit a claim to a maximum of £25, a brief note as why the meal was required and why it was not considered as reciprocated should be included with the receipt and submitted to the Chairman of BATA for consideration by the Committee.

Travelling Cost

Any travel costs which would require reimbursement, should be estimated and submitted to the Chairman of BATA prior to the trip, this will be considered by the Committee.

Reclaim Procedure

The claimant is to submit receipts and amount to be reimbursed together with the justification mentioned above in a signed letter to the Chairman of BATA. Claims of the Chairman will be dealt with by the Vice-Chairman. The claim will then be considered at the next Committee Meeting and confirmed by minute.

If approved the Treasurer of BATA will arrange the reimbursement.

