

Schedule 4
Procedure for Approval and Payment of Expenses
for
Carradale Community Trust

PROCEDURE FOR APPROVAL & PAYMENT OF EXPENSES

In accordance with clause 81 of the Constitution the Charity Trustees may be paid all 'out of pocket' travelling and other expenses reasonably incurred by them in connection with carrying out their duties e.g.: travel expenses relating to their meeting with external stakeholders. Since the use of a virtual presence at meetings is allowed, NO expenses will be paid for attendance at Board or Member Meetings.

1. Payment of Expenses will only be approved by the Board on production of valid receipts and/or certified mileage claims (ratified by <http://www.theaa.com/route-planner>) and completion of the form below.
2. Car mileage expenses will be payable at the HMRC approved mileage rate.
3. Standard Class rates will apply to all essential rail travel.
4. Essential air travel will be at prevailing standard /economy/ concessionary rates.

OUT OF POCKET EXPENSES FORM

Reason for expense:

Prior Board agreement obtained? – Yes/No

Amount claimed:

Receipts enclosed – Yes / No

Signed:

Date:

Name: