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**Expenses Policy**

The Community Benefit Fund is provided to fund projects for the communities of Shetland.

SCBF directors are volunteers and are not paid for their activities in managing the fund. There should however be provision for re-imbursement of out-of-pocket expenses incurred by directors while fulfilling their duties.

Such reasonable expenses should include;

Cost of travel to meetings

* Mileage at 45p per mile (up to 10,000 then 25 per mile)
* Ferry fares at cost
* Bus fare at cost
* Taxi up to a maximum of £50 without prior approval.

A form (obtainable from the Administration Officer or the SCBF website) and supporting receipts/mileage record should be submitted to Admin within 3 months of cost incurred. The Treasurer, or in their absence, the Chair, will authorise expenses. Payment will then be made via bank transfer.

Most other expenses will be dealt with on an ad hoc basis ideally with prior approval from the Treasurer or the Chair. Receipts are required.

There may be occasions when a purchase has been made for SCBF using the personal account of a director rather than the SCBF account. Such expenses require prior approval. This will usually be from a minuted decision made at a SCBF meeting or may be approved by any 2 office bearers. When making a claim, receipts or other appropriate evidence should be submitted alongside the claim form.

Travel out with Shetland would require prior approval agreed at a SCBF meeting and agreement of costs to be supported must be approved by 2 Office Bearers.

Provision of Corporate Hospitality would not normally be regarded as a legitimate use of SCBF funds but there may be occasions particularly when a party from South is visiting that provision of some hospitality during the visit is appropriate. Such expenses require prior approval either by the Chair, Officers or during a monthly directors meeting.

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