Mileage Claim Policy

Purpose

To formalise the occasions when car mileage is claimable and how much that should be. The intention is to ensure that members (or the driver of the member) are not left "out of pocket".

When should it be claimable?

1. When a representative of ES and LSS is attending a course or other Club business authorised by the main committee and has to drive there.

2. When driving a representative of ES and LSS to attend a course or other Club business authorised by the main committee.

3. On any other occasion specifically authorised by the main committee.

4. The amount payable is for one return journey.

Note: - If there is no Committee meeting between notification of the event, and the event occurring, the driver should gain authorisation from any two of the following:

o Chairman
o Vice Chairman
o Treasurer

How much is claimable?

45 pence per mile

June2017

Reviewed June 2019
Next review June 2020