

## **EXPENSES POLICY**

I Directors, Advisors and other relevant members of TSYP are entitled to claim certain expenses in connection with:

- Attending TSYP events or other yoga related events where they are representing TSYP. Please note that travel time is not remunerated.
- Purchasing appropriate gifts, e.g., flowers for speakers or other members.
- Reimbursement of necessary purchases for the benefit of TSYP, such as stationery, posters, leaflets.
- Work that has been approved by the Executive Committee related to the organisation, such as web design.
- Trainee Teacher Trainers can apply for expenses during their assistance on the Teacher Training course. This will be determined on a course-by-course basis and in line with the procedure set out below in III.4.

### **II Principles:**

#### **1 Travel**

1. Travel undertaken by public transport should be at the cheapest available fares, e.g. purchased in advance.
2. Oyster cards or contactless cards are the cheapest way to make separate tube or bus journeys in London. Please include the reimbursement amount on your claim form.
3. Car travel may be claimed at 45p per mile, but mileage claims should not exceed the standard rate rail fare for the same journey, if this is possible.
4. The cost of taxis will not normally be met, unless there are exceptional reasons for needing one, for example, disability or public transport strike, or obvious practicability.

#### **2 Accommodation and subsistence:**

1. Where it is necessary to stay overnight, or when this substantially decreases the cost of travel, the limit for hotel accommodation is £100 per night.
2. Where it is necessary to take meals, the limit is £20 per evening meal, £10 for breakfast or lunch.
3. When hosting a speaker or tutor for a TSYP organised event, a fee of £40 per night may be claimed for bed and board.

#### **3 Other:**

1. Gifts for speakers should not be more than £50 per gift.
2. Photocopying: 10p per copy may be claimed to cover paper and printing costs.
3. Where the expense occurs due to attendance at a conference or other event the Chair plus one other committee member must approve the attendance by email before the event.

### III Process:

1. Claims for expenses must be made on the *Expenses Claim Form* and be sent to the Treasurer together with a formal receipt for each item. The Treasurer will approve the claim. Where this requires authorisation by a second person, either through the banking system or through this policy then a copy of the Expenses Form must be sent to the person authorising or seconding the payment.
2. The Chair should authorise expense payments for the Treasurer.
3. Where expenses are being claimed by a Tutor on an on-going course, then authorisation for course-related expenses can be given before the course begins, by the Treasurer. These are determined by the financial viability of the course and currently stand at a maximum of £100 per day of the course per tutor .
4. Trainee Teacher-Trainers assisting on a Teacher Training Course may, in line with the Teacher Trainer Pathway, submit expenses to the Treasurer. These currently stand at £100 per weekend per person. This sum is determined on a course-by-course basis.
5. No reimbursement of expenses will be made without receipts, unless an Oyster card or contactless card has been used for Tube or bus travel (see II.1.2 above), hosting a tutor or photocopying. Absence of receipts must be justified.
6. Expense claim forms must be submitted no later than two months after the expense has been incurred. Sufficient detail must be given for each expense in order to enable the person authorising the claim to understand to what it relates (e.g. by including the name and date as well as the event).
7. Where attendance is at an event then written evidence of the approval of the Chair plus one other member must be evidenced on the claim form (see II.3.3 above).
8. Approval must be sought from the Treasurer before any expense is incurred by a member of the Executive Committee other than routine committee business (travel to meetings, postage, stationery etc). Financial limits are set according to TSYP Finance Policy.

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