



Ipswich & District Ramblers Recce Expenses policy

On occasions members may wish to claim expenses for out of area walks recces. This policy sets out the criteria that the committee will take into account when agreeing these expenses, but members must ensure that they have had the **expenses agreed prior to undertaking any recce** as if not agreed they may be out of pocket.

- The walk start must be 40 miles or more from Ipswich town centre.
- Expenses that may be claimed are for travel only, public transport or mileage.
- The maximum claim per person is £25.00
- The maximum claim per recce is for 2 walk leaders.
- A member can only make 2 recce expenses claims in any group financial year (September to September)
- Mileage can be claimed at 25p per mile.
- Public transport fares covered up to £25 and advance fares booked if possible.
- Consideration will also be made as to how many members may attend the walk to make the expenses viable. Date, location, mileage etc.

Requests for claims can be made to the chair or treasurer who will ensure details are discussed and a decision is made as soon as possible.

If agreed the walk leader will be sent an expenses claim for to complete and return with any supporting evidence of tickets.

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Ramblers

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