



EGLINTON HUNT PONY CLUB

Expenses Policy

Updated July 2024

Competency

This policy has been established by the Branch Committee.

Objective

This policy will confirm how expenses will be managed, for those who require reimbursement for payments made on behalf of EHPC.

All of which will be done in an open, transparent and fair manner to ensure opportunity and inclusivity to all.

Who is eligible?

- All associated with EHPC.

What are we entitled to?

- Welfare allowance of £10 when attending a full day event on behalf of the EHPC Committee
- Welfare allowance £20 when attending a full day and overnight event on behalf of the EHPC Committee
- Mileage allowance of 45p per mile when travelling on behalf of the EHPC Committee this does not include the Committee meetings which are classed as place of work for the purposes of this policy
- Travel expenses Air/Train/Taxi
- Hotel/lodging expenses

Satisfying conditions.

1. Payment of under £250 must have been made with pre approval from a EHPC Committee member or the DC/Secretary if you are a Committee member
2. Payment over £250 must have been made with pre approval of EHPC DC
3. DC or Committee member approval must be evidenced by way of email to official EHPC accounts
4. Payment must be evidenced by way of original receipt

5. 50% reduction on rates is applied when representing Committee while own member is in attendance
6. Application must be within 3 months of date cost incurred
7. Ensure full compliance with all EHPC/PCUK policies and procedures

How to raise a expense application

8. Email the Treasurer on the email stated on the EHPC website including the following information
 - a. Declaration that all satisfying conditions above have/will be met
 - b. Approval
 - c. Original receipt
 - d. PayPal information for transfer

When will you get it?

- Within 28 days of the application taking place.
- Unless amount is greater than £50 and agreed for fast payment with Treasurer in advance of outlay.

Donations

If you would like to donate your expenses to the club, we would be very grateful, please email the DC on the email stated on the EHPC website and we will manage your generous donation.

Communication

All information regards to the content of this policy must be made available to all members of the club

Compliance

Any concerns, complaints or general issue with the compliance of the above please raise issue inline with EHPC Compliatins policy and contact the DC directly, contact details can be found on the EHPC Website.

All applications for expenses are accepted on the understanding that you have read and accept all PCUK and EHPC policies and procedures.

Publication and review

Branch website, reviewed annually or sooner as required