



RFA ASSOCIATION
 Association Chairman
 14 St Nicholas Grove,
 Wrea Green, Preston,
 Lancashire, PR4 2WB.

TRUSTEE EXPENSES

TRUSTEE		PURPOSE	
DEPARTMENT		FROM	
DATE		TO	

DATE	DESCRIPTION	TRANSPORT	LODGING	OTHER	TOTAL
TOTALS					

FOR OFFRICE USE	
CHEQUE NO _____	AMOUNT _____
SIGNED 1. _____	DATE _____
SIGNED 2. _____	DATE _____

Signature
Date

TRUSTEE EXPENSE CLAIM

NOTES.

1. This claim is to be used for out-of-pocket expenses for duty travel, permitted under Rule 9.2.2 of the Constitution. It should not be used for operational expenditure or charitable activity, which are covered by different approved budgets. For these categories it is sufficient to forward paid invoices to HQ for settlement.

2. Expenditure is to be evidenced by tickets and receipts, to satisfy our Internal Financial Controls and audit.

3. Claims should be confined to fares for rail, air and public transport, and trustees are requested to source low-cost and off-peak fares where possible. Station car parking may be included, but not rail discount cards, which would count as a declarable benefit. If using your own car please claim at a rate of 25p per mile.

4. Hotel accommodation will be paid where this is unavoidable or will reveal benefit to health and safety, or create saving through off-peak travel. We do not offer subsistence in the RFA manner, nor can we afford to pay for all meals taken away from home. To offset any hardship in attending trustee meetings we always endeavour to provide refreshments or catering through private or corporate hospitality.