



NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY

Charity No: 311116

EXPENSES POLICY

Trustees, Honorary Officers and members who incur expenses in carrying out the business of the Society are entitled to claim repayment if they wish to do so. This could include:

- i) Travel to and from Trustee or Council Meetings (public transport costs where available) and travel on the Society's business
- ii) Postage, photocopying, telephone calls and broadband time
- iii) All other expenses as are reasonable. Claims for specific purposes should be submitted to the Treasurer but may need to be referred to the trustees.

All claims, other than for travel, will only be accepted if accompanied by a receipt. Claims should be made on the agreed Expenses Claim Form, a copy of which can be obtained from the Treasurer.

Claims for travel by car will be considered if public transport is not available. The reason for the travel, destination and distance should be shown on the claim form.

Please submit all claims to the Treasurer, Roger Bellinger, 9, Aspen Way, Cringleford, Norwich NR4 6UA. rbellinger@btinternet.com

Edmund G. Perry
Hon. General Secretary
2028