

Travel and subsidence policy and procedure

When traveling for purposes beneficial to flight horizons and in line with the organisations charter you may be entitled to reclaim costs incurred for the journey providing the claim is in line with this policy.

Flight horizons expects all of its employees, volunteers and representatives to get the best value for flight horizons when travelling. You can claim for journeys to and from fund raising events, publicity events, meetings, training and to make a purchase on behalf of flight horizons. You must find out whether your journey is eligible for subsidence from the chairman of the governing committee before you travel if you wish to make a claim. If using your own transport mileage will be refunded at a rate of 15p per mile. The maximum amount that may be claimed for travel is £20 per day. This may be higher with the consent of the governing committee.

Procedure

Before your journey you must find out if it is eligible for subsidence

If you have used public transport you must find the best value for flight horizons

If you have used your own vehicle you must complete the mileage form and send it to the chairman of the governing committee within 14 days and before the 1st of April following the journey.

If you have used public transport you must complete the travel expenditure form and send it to the chairman of the governing committee within 14 days and before the 1st of April following the journey.

You will receive your subsidence within 14 working days of receipt of your relevant form

Written: 31.1.07

By Shane Touhey (Chairman of the governing committee)

To be updated on: 31.1.08