

## Grand Western Archery Society Expenses Policy

### Introduction

Officers of the Grand Western Archery Society are all volunteers and the Regional Council have agreed that any out of pocket expenses incurred by the GWAS officer carrying out duties and tasks placed upon them by the Regional Council should be paid by the Society.

### Policy

On taking up their position officers of the Society agree to seek the best price for all items and services purchased by them on behalf of the Society. They will be eligible for a full refund of their expenses by the Grand Western Archery Society if:

1. The expense was incurred by the Officer were for previously agreed duties or tasks placed upon them by the Regional Council.
2. The Officer produces a receipt for the items or services, with the exception of fuel costs which will be paid on a standard mileage rate.
3. Officers of the society should try to arrange meetings/events to minimise the need for overnight accommodation.
4. Meal allowances will only be paid if the length of the meeting/event exceeds eight hours.
5. If it has been agreed that overnight accommodation or meal allowances are to be paid the officers should seek accommodation and meals on a par to "Travel Lodge" and "Road Chef" standards and prices. Anything above those prices will only be paid in exceptional cases.
6. The Grand Western Archery Society standard mileage rate will be the same as the rate awarded by the Grand National Archery Society.