



## hebridean sheep society

### Expenses Policy

The Hebridean Sheep Society depends extensively on volunteers and supporters in order to carry out its activities. This Policy explains how trustees, members, flock inspectors, judges, speakers and any other persons undertaking a task for the Society can be reimbursed for out of pocket expenses.

- Claims must be made, using the Society's official Expenses Claim Form, within three months of the expense being incurred.
- Claims can only be considered for events, activities or purchases pre-authorised by the Board of Trustees.
- All receipts for expenses must be provided with the claim form. No expense can be considered without a receipt.

Approved by Trustees

February 2016

Reviewed by Trustees February 2022

