



## hebridean sheep society

### Travel 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 travel expenses.

- Claims must be made, using the Society's official Travel Expenses Claim Form, within three months of the journey being made.
- If public transport is used, the Society will reimburse the cost of the most economic route available.
- If public transport is used, all receipts for tickets must be provided with the Claim Form.
- If travel is made by private car, the Society will pay a mileage allowance at a rate reviewed annually by Trustees and stated on the Travel Expenses Claim Form.

Approved by Trustees February 2016  
Reviewed by Trustees February 2022

