

Background

While the Society does not pay members for their contribution, travel and subsistence is paid to members.

The Society is a registered charity and mainly depends on membership fees to cover its running costs. Members of Council, and in particular Officers of the Society, as well as the Chief Executive Officer, have a duty of care to members to ensure that the finances are spent for the benefit of the Society. Expenditure incurred should not only be on behalf of PSI, but incurred necessarily, at a reasonable cost, and in an accountable and acceptable manner.

Policy

1. Travel

The Society's policy in relation to the payment of ***public transport costs or equivalent only*** is to be strictly implemented. Members may, of course, opt to use private transport, but it is the **public transport equivalent cost** that will be reimbursed.

Where travel is necessary on behalf of the Society, it will be paid from the member's place of work or residence, whichever is more cost-effective for the Society.

2. Subsistence

The Society's auditor advises that all expenses incurred by members must be reasonable and justified in relation to the work of the Society. In so far as possible, all expenditure including that authorised in advance, should be receipted. All receipts must be vouched to ensure compliance.

3. Timeliness of claims

Regular and timely claims must be made. Verification of claims becomes more difficult with the lapse of time.

An absolute limit of 6 months applies for the claiming of expenses.

Please note that all expenses paid by the Society to Volunteers are deemed taxable income.