



# HYTHE CIVIC SOCIETY

Registered Charity 283177

## REIMBURSEMENT OF EXPENSES POLICY

- 1 Any member of the Executive Committee, its sub-committees/working groups (including the Hythe Local History Group) and any member authorised by the Executive Committee or the Chairman, shall have his/her reasonable expenses reimbursed for activities undertaken on behalf of HCS as long as the activity has been approved in advance by the Executive Committee, the Chairman or the Hon Treasurer.
- 2 Reasonable expenses include mileage and/or other travel expenses, meals, conference fees, HCS exhibitions, HCS events, etc incurred wholly on behalf of the Society.
- 3 Mileage shall be paid at the rate allowed by HMRC without being liable for income tax. At June 2024 this is 45p per mile.  
<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

### REVIEW

This policy shall be reviewed on an annual basis by the Executive Committee.

### APPROVAL

This policy was adopted by the Executive Committee at its August 2024 meeting.