**MIDLAND AND GREAT NORTHERN JOINT RAILWAY SOCIETY**

**TRAVEL EXPENSES POLICY**

The Society will reimburse trustees, officers and other volunteers for travel expenses necessarily incurred on Society business to locations not being their regular place of volunteering for the Society. It is the responsibility of the person undertaking such a journey to choose the most cost effective means of undertaking that journey, be it 2nd class rail travel or use of a private car/van.

In the case of the former, the Society will reimburse the cost of a 2nd class return ticket to the nearest station to the place where the Society’s business will be conducted (eg the venue for a meeting, course, conference etc) together with taxi fare from that station to the venue and back to the station. The person making that journey is expected to take advantage of any entitlement to discounted rail travel (eg a rail card).

The Society will reimburse for travel by road at the rate published on the Society’s website at the date of the journey. That rate is currently 35 pence per mile which takes account of the prevailing cost of fuel and includes an element for other running costs associated with the vehicle used. The Society reserves the right to increase or decrease these rates from time to time to reflect changes in the cost of fuel. For any journey undertaken by road on the Society’s business, the following points should be observed by the person making the journey:-

* It is the responsibility of the person making that journey to ensure that the vehicle used is suitable to carry out the Society’s business, is roadworthy and is covered by a current MOT certificate;
* The person making the journey should ensure that a comprehensive motor insurance policy is in force for the vehicle which covers the purpose of the journey and any person who might drive the vehicle on it;
* Any fines for moving traffic offences or parking violations, including fixed penalties, arising from the use of a vehicle on Society business, are the responsibility of the person making that journey or whoever was driving the vehicle at the time;
* Where more than one person is travelling by road to the same destination on Society business on the same day, they should, if practicable, share the same vehicle;
* The shortest route between a person’s home and the venue, as shown on Google Maps, will be used to determine the mileage for any road journey on Society business; and
* Only road journeys of 50 miles or more, there and back, will be eligible for reimbursement at the prevailing rate.

This policy was adopted by the Society on 7 June 2022.