

### Guidelines for expenses claims

<b>Essex &amp; Herts Challenge Walks</b>  <b>MILEAGE</b>	Event organisers and marshals may claim up to 30p per mile for mileage incurred while planning and supporting a marshals' walk or a Challenge event. Marshals cannot claim for travel to a marshals' walk. Receipts are not required for mileage claims.
	<b>OTHER EXPENSES</b> Event organisers and marshals may claim for food, drink and other expenses incurred in supporting a marshals' walk, a challenge walk or social event. Receipts are required to support claims where available.
<b>Challenge events organised by other groups</b>  <b>MILEAGE</b>	Marshals may claim travel expenses as agreed with event organisers or E&H LDWA (This is usually the actual costs incurred for fuel). The AGM authorises the maximum travel amount to be paid by E&H LDWA for supporting the annual 100 mile walk. Receipts are not required for mileage claims.
	<b>OTHER EXPENSES</b> Marshals may claim for food, drink and other expenses as agreed with the event organiser. Receipts are required to support claims.
<b>Committee Expenses</b>  <b>MILEAGE</b>	Committee members may claim up to 30p per mile for travel to Committee Meetings. Receipts are not required for mileage claims.
	<b>OTHER EXPENSES</b> Committee members may claim for any non-travel expenses incurred in carrying out their duties as a committee member. When a committee member expects to incur expenditure of this nature, they should request authorization by the Committee in advance if possible. Receipts are required to support claims.
<b>Equipment</b>	Equipment purchases are authorised by the Committee in advance, but event organisers are authorised to purchase equipment up to £50 without prior approval if required for an event. Payment should usually be made by the Treasurer direct to the supplier. Where this is not possible, the expense will be reimbursed for approved expenditure. Receipts are required to support claims.

Expenses claims should be submitted to Elaine Oddie the Essex and Herts Treasurer on an Essex and Herts Expenses Claims Form. [Essex & Herts LDWA - Expenses](#)

All expenses will be reimbursed by bank transfer to the claimant's bank account.

**March 2023**