

# EXPENSES POLICY

## COUNTY TRAINERS



Girlguiding

Hertfordshire  
county

**IN THE COURSE OF CARRYING OUT THE DUTIES OF YOUR APPOINTMENT,  
YOU WILL ENCOUNTER EXPENSES**

**THIS LEAFLET EXPLAINS WHAT CAN BE CLAIMED AND FROM WHERE**



### **Claim from county**

- Travel expenses to attend county meetings, events, trainings & socials

**County** provides (via the Trainer Support Group)

- A training resource box for all Prospective trainers
- Travel and other expenses for TSG meetings

When training, trainers should claim the following from the appropriate county / division / district training organiser:

- Travel expenses
- Photocopying costs
- Training activity expenses



### **Claim from region**

- Travel expenses to attend region meetings, events, trainings and socials

**Region** provides all trainers with

- Two pieces of uniform on becoming a prospective trainer, completing and subsequently renewing the trainer qualification

When training, trainers should claim the following from Anglia region:

- Travel expenses
- Photocopying costs
- Training activity expenses



### **Claim from division**

- Travel expenses to attend division meetings, events, trainings and socials or on behalf of the division

**Division** appointment holders:

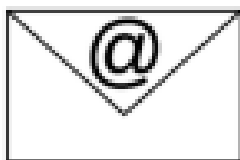
- Postage
- Photocopying
- Stationery
- Essential Guiding resources
- Other reasonable expenses

# MAKING YOUR CLAIM



**1) Collect your receipts**

**2) Download a form: [girlguidinghertfordshire.org.uk/about-us/resources](http://girlguidinghertfordshire.org.uk/about-us/resources)**



**Email**

Scan receipts and form and email to  
[guidingdev@girlguidinghertfordshire.org.uk](mailto:guidingdev@girlguidinghertfordshire.org.uk)



**Post**

Send by post to the county training  
administration lead volunteer, County Office c/o  
Hertfordshire Guide Centre, Cottered,  
Buntingford, Herts,  
SG9 9QP

**You are encouraged to claim your expenses, however should you not wish to do this, please consider donating your expenses to either Girlguiding Hertfordshire or Hertfordshire Guide Centre (Cottered). Please note this on your expense form.**

If you have any queries about your claim, please contact

[guidingdev@girlguidinghertfordshire.org.uk](mailto:guidingdev@girlguidinghertfordshire.org.uk)

or

[admin@girlguidinghertfordshire.org.uk](mailto:admin@girlguidinghertfordshire.org.uk)