

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:

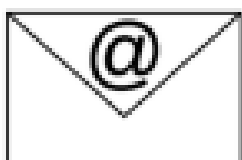
- Postage
- Photocopying
- Stationery
- Essential Guiding resources
- Other reasonable expenses

MAKING YOUR CLAIM



1) Collect your receipts

2) Download a form: girlguidinghertfordshire.org.uk/about-us/resources



Email

Scan receipts and form and email to ctreasurer@girlguidinghertfordshire.org.uk



Post

Send by post to Girlguiding Hertfordshire, c/o Hertfordshire Guide Centre, Cottered, Buntingford, Herts, SG9 9QP

County trainers and those with county roles can use the [online mileage claim form](#) to claim for up to 5 trips at a time, related to county matters e.g. attending county meetings or training courses. If you are claiming for more than 5 trips in one go please use the expenses claim form.

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 ctreasurer@girlguidinghertfordshire.org.uk

or

admin@girlguidinghertfordshire.org.uk