

# **Lions Club of Maidenhead CIO**

## **Expenses Policy**

### **Expenses:**

Members may claim expenses for any appropriate expenditure incurred on behalf of the Club. Expenditure includes goods and services such as stationery, postage, telephone calls, photocopying, etc, and vehicle mileage. However, the club will not pay for any accommodation expenses, nor reimburse costs of attending Charters, Conventions or other meetings.

The received expenses may be kept by the member, or donated to the club for either administrative or charitable purposes.

### **Mileage:**

Claims for miles driven shall be at the HMRC allowable mileage rate at the time of the claim, 45p per mile for the tax year 2025-26.

### **Procedure:**

The claim is to be submitted to the Treasurer with details as to the purpose for the expenditure, with receipts in support – either originals passed to the Treasurer, or electronic copies emailed to him.

Reimbursements of expenses will be by bank transfer; members should not deduct any expenses from the takings of an activity. The takings from activities must be paid in full to the Treasurer; any expenses, from that activity or more generally, must be then be reclaimed from the Treasurer.