



THA Committee Expenses Policy

Approved at a meeting of the THA Committee 10th June 2025

This Policy aims:

1. To allow for any Committee Member to claim expenses when the costs of their commitment may be significant – such as the Events organiser (or their delegate) when visiting venues to check arrangements; and potentially the President (or delegate), if attending events in a representative capacity.
2. To ensure that no-one feels deterred from joining the Committee for fear of incurring unacceptable personal financial costs.

Policy principles.

- a. Expenses claims must be supported by relevant receipts.
- b. Expenses should only be reimbursed for costs incurred necessarily on THA business – normally covering travel and subsistence.
- c. Travel costs for representative attendance at events should be claimable only by the President as representing the Committee, or by no more than one Committee member attending in his/her stead.
- d. Travel costs incurred when visiting venues to check arrangements for events should be claimable by only one Committee member – normally the Events portfolio-holder or his/her delegate.
- e. Costs should in any case be kept to a minimum: for example, no overnight stay unless necessary; travel by standard class or cheapest off-peak where available, etc.
- f. The normal cost of attending an event (eg drinks and dinner - as paid by others attending) would not be reimbursable.
- g. If any Member feels disadvantaged for financial reasons, they should speak (in confidence) to the President, who will have complete discretion on relevant decisions, but may consult with the Treasurer.