



Expenses Policy

Statement of Intent

Reimbursement of authorised expenses.

Scope

Trustees, Members, Associates, Volunteers and Employees are entitled to be reimbursed by Croquet England for all authorised travelling and other expenses actually, necessarily and reasonably incurred by them in carrying out their duties on behalf of Croquet England.

Authorised expenses are those approved in advance by the relevant budget holder. Expense claims must be submitted in accordance with the instructions on the Expenses Claim Form [Expenses \(croquet.org.uk\)](https://croquet.org.uk)

References

Expenses Claim Form

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Approved by: Board of Trustees

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Reason for Change: New