



EXPENSES POLICY

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 & 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:

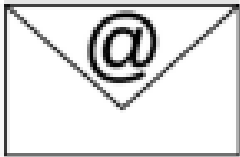
- Travel expenses
- Photocopying costs
- Training activity expenses



MAKING YOUR COUNTY CLAIM

1) Collect your receipts

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



Email

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



Post

Send by post to Guiding Development Adviser - Girlguiding
Hertfordshire, c/o County Office, 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

or

countysec@girlguidinghertfordshire.org.uk