

northern exposure rescue

marine safety / photography / event management

Policy Note - Reimbursing members when they incur expenses attending NER events.

Introduction

Following the 09-10 annual general meeting it was agreed that the Management Committee would create an expenses policy to clearly describe how expenses are reimbursed to members. This document seeks to discharge this meeting action.

Policy

Members attending Northern Exposure Rescue (N.E.R.) events will be reimbursed according to this policy unless advised to the contrary.

1. Expenses are distributed to paid up members only. Claims made by non-NER members will result in NER deducting the current membership fee before reimbursing the individual their expenses.

2. NER members will not be reimbursed unless they bring a boat to an event.

3. Expenses will be reimbursed at the following rate:

3a Mobilisation costs -

i. Mileage will be calculated based on postcodes using the AA website at 50p/mile.

3b Boat costs -

ii. Fuel will be reimbursed at current pump prices observed on the day of the event.

iii. Outboard oil will be reimbursed based on prices found on the Mailspeed Marine website for the same or similar items.

3c Consumable Equipment -

iv. First Aid consumables will be reimbursed based on prices found on the SP Services website for the same or similar items.

3d Personal Subsistence (for the skipper and a maximum of 2 crew)

v. Claims for lunch will be reimbursed at no more than £7 per person.

vi. Bottled water will be reimbursed at no more than £5 per person per day in unusually high temperatures.

4. The following expenses will be reimbursed at the rate below, providing they are agreed in advance with a member of the Management Committee;

i. road tolls,

ii. parking fees,

iii. slipway fees,

iv. launching fees and

v. Claims for an evening meal must be pre-agreed and will be reimbursed at no more than £15 per person.

vi. any other pre-agreed expenses.

These will be reimbursed upon production of the appropriate receipts at the rate stated on the receipt.

5. No other expenses will be reimbursed.

Resolving Disputes

Disputes will be resolved by the Management Committee at their regular meetings. Representations should be made by email to the Secretary. As much information should be provided as possible so that the dispute can be resolved promptly. The decision of the Management Committee is final and will always be made with consideration to the financial position of Northern Exposure Rescue.