

## **TRAVEL POLICY**

It is the intention of TFSR to ensure that their travel policy is as 'green' as possible whilst recognising that it must also be efficient and cost effective way of travelling.

1. Travel should be kept to a minimum. This includes:
  - locating events such that they reduce car travel
  - increasing lift sharing
2. Staff will be reimbursed in accordance with the expenses policy for UK visits for any meeting which they have to attend. If staff want to attend meetings where their presence is not necessary they must first clear it with their line manager before claiming expenses.
3. Trustees will be reimbursed in accordance with the expenses policy for UK visits for any meeting they attend.
4. Members wishing to attend Board meetings would do so at their own cost.
5. Any claim for journey made on TFSR's behalf, such as fetching people from the station, shopping, will be reimbursed.
6. Facilitators attendance at events should be reimbursed from the event budget. However when a volunteer substitutes for a member of staff, for example to give a talk or to help a group with refurbishing skills, they will be reimbursed from the appropriate budget line.
7. Members attending the AGM and Annual Meeting will be expected to pay for their own travel costs. Exception will be made for members who are in receipt of benefits or holders of student cards who may claim in accordance with the expenses policy.
8. Netley Marsh volunteers who work 6 hours in the day will have their travel costs reimbursed in accordance with the expenses policy.
9. Travel costs of invited visiting TFSR partners are paid by TFSR.
10. Travel expenses of volunteers holding fund-raising events must proceed as specified in the TFSR handbook. Volunteers bringing completed kits to Netley Marsh may have their petrol costs paid if arranged in advance..