



STEYNING DOWNLAND SCHEME

Expenses Policy

As a general rule, private expenditure incurred by an individual on behalf of the SDS will not be reimbursed by the SDS, except:

- a) Agreed expenditure incurred by the Project Manager in the course of his employment;
- b) Where it had been agreed by the Project Manager prior to it being incurred that the expenditure would be reimbursed;
- c) Where provision for the expenditure has been made in the agreed budget for the relevant year (assuming the amount has not already been paid by the SDS or by another person);
- d) Where the expenditure has been incurred to fulfil a legal or statutory duty (eg filing of Confirmation Statement at Companies House), provided that it is customary or reasonable for the individual to incur that expenditure; or
- e) Where the Project Manager, in consultation with the Trustee with responsibility for finance and/or the other Trustees and/or Chairman of Trustees if applicable, agree to its re-imburement

For the avoidance of doubt, out-of-pocket expenses such as expenditure on mileage or other costs of vehicles, etc, or on an individual's own materials, tools or equipment, incurred in supporting or involvement with the Scheme will not generally be reimbursed

A receipt or invoice as applicable or other evidence satisfactory to the Project Manager must be provided to the Project Manager in support of a claim for re-imburement of expenditure

Subject to complying with the other relevant terms of this Policy, the Project Manager has discretion as to whether to accept or reject an individual's claim for re-imburement of expenditure

If an individual is unhappy with the decision of the Project Manager, he or she will be entitled to raise it with the Chairman of Trustees, whose decision shall be final

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This Policy will be reviewed from time to time, and at least annually

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