

personal expenditure policy

When undertaking business on behalf of the co-op, for example training or meetings with external bodies outside of the co-op buildings, members of the coop or members of staff are permitted the following personal expenditure as long as receipts must be provided in all cases:

1. Reasonable travel expenses.
2. If overnight accommodation is necessitated by training or a meeting and no free accommodation is available then a member may spend up to £40 per night to secure overnight accommodation. Such expenditure must be discussed in advance with the Finance Group. If expenditure beyond this level is required then prior approval must be sought from the Finance Group.
3. If an overnight stay is required or travel to a meeting / training event begins before 7.30 am then provision for expenditure on breakfast is allowed up to £3.00.
4. If lunch is not provided as part of a meeting / training event then provision for expenditure on lunch is allowed up to £4.00.
5. If an evening meal is not provided as part of a meeting / training event then provision for expenditure on an evening meal is allowed up to £7.00.
6. If overnight accommodation is necessitated by training or a meeting and a member of the coop or a member of staff stays with friends or family then an evening meal allowance of up to £12.00 is allowed (so that the member of the coop / staff can take their host out for a meal).
7. If it is essential that a member of the coop attends a meeting with an external body but that member has childcare responsibilities then the coop will endeavour to provide payment for such childcare as is required.

All receipts should be forwarded to the Finance Group as soon as possible in order for the member of the coop to be reimbursed. The receipt should be left in the Treasury box and should be accompanied by a Petty Cash authorisation form or a memo form. Finance must ratify any personal expenditure not covered by these clauses.