

EXPENSES POLICY: Jan 2026

Members of the Committee may claim reimbursement from KVH funds of such reasonable out of pocket expenses as they may have incurred from time to time in connection with their role as a member of the Committee subject to :

- Such expenses being claimed within 1 month
- Documentary evidence by way of receipt (or such other proof as the Treasurer may find acceptable) is provided to the Treasurer at the time of the claim
- Previous authorisation has been obtained in writing from the Chair of the Committee in the case of any and all individual expenses incurred in excess of £50.

Reimbursement of expenses will be made by electronic bank transfer by the Treasurer within 14 days of any approved request, or receipt of suitable receipt / proof of expenditure.