

## **ASET Contractors, Expenses Policy**

As a charity ASET generates income primarily through membership fees, and delegate fees from the events it develops and hosts. ASET has a responsibility to ensure that these funds are spent in a way which benefits its members and that expenses for travel and subsistence are incurred correctly and are controlled.

### **Principles**

- This policy applies to all Contractors
- ASET does not pay for Contractors to travel to their normal work place
- Claimants are required to use the most economical means of transport
- Claimants should be mindful of the environmental impact of their chosen mode of transport

### **Negotiation of a contract with ASET for work**

A discussion, which can be verbal or in writing, will take place between an ASET employee or an ASET Trustee and a potential Contractor before any work is commissioned.

The discussion will include clarification of the following (where applicable):

- A fee for preparatory work
- A fee for delivery / attendance
- Agreement on travel costs to be covered by ASET
- Agreement on any additional expenses to be covered by ASET (including subsistence and accommodation)

Agreed terms will be clarified in writing (email or letter) by the ASET Office.

### **Procedure for claiming**

- Travel and accommodation must be booked by the ASET Office in advance
- Claims must be made on the ASET Expenses Claim Form
- Receipts must be provided with all claims (except mileage)
- Claims must be made in a timely manner, ideally within one calendar month of the expense being incurred and must be within the financial year
- Expenses will be paid to the Contractor
- Approved expenses will normally be paid within two weeks of claim submission, providing all necessary documentation is submitted