

Hill Top Road Residents' Association

Policy for reimbursing expenses

1. Members of the RA can reclaim expenses for projects or costs where a budget has been agreed by the Committee.
2. Expenses are reclaimed from the Treasurer by submitting receipts or, if this is not possible, a statement of the costs incurred or a calculation using standard rates.
3. Where members choose not to claim costs, it would be useful to know how much has been spent so that we can record that as a donation.
4. The following costs will not routinely be reimbursed:
 - Local phone calls;
 - Mileage within Oxford;
 - Home internet connections or bandwidth;
 - Time / foregone income.
5. Expense without a receipt will be reimbursed at the following rates:
 - Printing / photocopying at home – 2p per sheet (single sided), 3p per sheet (double sided)

Agreed at committee meeting
1 February 2007

Projects for year Oct 2006 – September 2007

Project / cost	Suggested budget pa
Committee meetings – agendas and minutes	£5
Newsletters & website	£15
Subscriptions – CCHRA	£10
Social activities – 4 @ £15	£60
Campaigning – Warneford Meadow, Traffic, Crime – 3 @ £20	£60