



Update to the NAFAS Travel & Expenses Policy, April 2022

NAFAS promotes the benefit of the members of NAFAS by maintaining monetary and financial stability. This requires active domestic and international policy engagement. This means you will sometimes be expected to travel to, or host meetings on NAFAS business that may incur an expense. This policy sets out the Charity's principles and rules for claiming travel and other expenses incurred on NAFAS business, it also provides guidance for third party activities that abide by the rules of the blue form.

The purpose of the NAFAS Travel and Expense Policy is to set out the principles and rules in a fair and transparent way, so that anyone needing to incur expense can understand which claims are permitted and what steps must be taken to ensure reimbursement.

In March 2022, after consultation with the Standing Committee Chairmen and taking into consideration the recent increase in oil prices, the Board have reached the conclusion that the existing mileage rate table is no longer fit for purpose. Therefore, the rate of .45 per mile will be offered to all members, staff and volunteers when attending official NAFAS business, ie NAC and Westminster abbey.

For clubs and areas negotiating mileage rates with demonstrators, speakers, judges etc, the suggested rate is .45p per mile, but this is guidance only and **it is entirely up to the two parties to agree the rate**. It would be unreasonable for either party to renege on an agreement made between two parties before March 31st, 2022.

.45p per mile is the current rate used by HMRC, any amount paid over .45p maybe subject to additional tax implications for the person receiving mileage expenses. The rate applies to petrol, diesel, and electric vehicles. The Policy will be reviewed again in March 2023.

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National Chairman