



Membership Bulletin Number 6
Effective date: December 2011

Amended March 2016

Car Fuel Expenses

1.1 Car fuel expenses will be paid by the Group Treasurer to any NOG member claiming for using their vehicle for one or more of the following activities ONLY:-

a) Travel to/from Challenge Walk meetings

b) Travel for Committee related responsibilities e.g. programme distribution, visiting printers, etc. This will be paid in exceptional circumstances only and each claim will have to be approved by the NOG Committee.

1.2 All claims must be submitted in written form - see Page 2 (note that this form for downloading car fuel expenses can be found in the Membership section of this website) - and detail the following:-

- • Date of travel
- • From/to locations
- • Reason for travel
- • Mileage
- • Bridge toll costs
- • Total amount of claim (based on 15p per mile)
- • Date of claim
- • Signature of claimant

1.3 All fuel expense claims, once verified as being valid, will be paid at the current NOG rate of 15p per mile.

Bridge tolls can be claimed in addition to car fuel expenses.

1.4 Note that car sharing should be adopted as best practice wherever possible.

1.5 No claims will be accepted for vehicle maintenance, spare parts, etc.

1.6 This policy comes into effect on 1st December 2011. No retrospective claims will be accepted.

1.7 Policy amended 1.3.16 to reduce rate from 20p per mile to 15p per mile.