

## EXPENSES POLICY

### Trustees and Council Members attending LASA AGMs

The Trustees are expected to attend the AGM in order to present their annual reports to the members of the Association in respect of their roles as: the President, the Hon Secretary General; the Hon Chair of Scientific Meetings and the Hon Treasurer. It would be desirable for other members of Council to attend the AGM, if possible.

Trustees and members of Council who are in a position to seek financial support from their employer or research grant funder are encouraged to do so.

Trustees and Council members, who have no sources of financial support to attend the AGM, or whose employers do not support their attendance at the LASA AGM, may be awarded:

- A waiver of the one-day registration fee
- Travel expenses (with the usual constraints: e.g., second class / economy fare)
- One night of accommodation when the location of the meeting makes it unreasonable to arrange a return trip after the AGM.

Sundry subsistence costs will not qualify for reimbursement.

Expenses will be reimbursed on application to the LASA Secretariat after the meeting, subject to submission of a completed 'Expenses Claim' proforma and the original receipts/ invoices for items that qualify.

**Please note that reimbursement of such expenses will be subject to confirmation of the claimant's signature on the register of attendance, which is circulated at the AGM.**