

## **Imago Mundi CIO Expenses Policy**

### **Trustees**

Trustees of Imago Mundi CIO may claim expenses for costs legitimately incurred in performing their role as Trustees, where other sources of funding are not available.

Where Trustees anticipate incurring significant costs, they are advised to seek guidance on reimbursement from the Honorary Treasurer in advance of expenditure.

Expense claims must be made in writing to the Honorary Treasurer, and should normally be supported by receipts of expenditure.

Trustees may not approve their own expense claim. If the Honorary Treasurer is unable to assess the expense claim, the Chair may do so instead.

The Hon. Treasurer will endeavour to reimburse approved expense claims promptly.

Expense claims will not normally include the cost of attendance at academic conferences such as the International Conferences for the History of Cartography, except in the case of the Chair.

### **Employees**

Employees of Imago Mundi CIO may claim expenses for costs where these are legitimately incurred in performing their role as employee, and where other sources of funding are not available.

Expense claims must be made in writing to the Honorary Treasurer, and should normally be supported by receipts of expenditure.

Employees may not approve their own expense claim.

The Hon. Treasurer will endeavour to reimburse approved expense claims promptly.