Aldbourne Preschool

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**Policy: *Expenses***

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| June 2018  | page1image20192June 2021  | Caroline Kaneen | page1image22432page1image22752Julie Kent  |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

Any reasonable expenses incurred by Staff (e.g. paper, printer cartridges, envelopes, stamps, refreshments, etc.) can be reclaimed following the procedures stated below:

* Purchases must be agreed before they are made
* Receipts must be kept
* More expensive purchases to be discussed and agreed at staff Meetings.

Petrol Expenses

Staff Members attending courses where they have to use their own transport may claim petrol back at the rate of 40p per mile.

Please provide destinations, from and to, as evidence and the number of miles. Receipts are not required, however evidence and date of Course attended should be included.