



National Student Television Association
Expenses Policy
Version 1.0

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Date of last amendment: 12.12.17

Clause 1 The NaSTA Budget

1. The NaSTA budget is set annually by the NaSTA Executive Chair in consultation with the NaSTA Executive, STAN Chair & NaSTA Treasurer.
2. The NaSTA budget must be ratified by votes of both the NaSTA Executive Committee and NaSTA Trustee Board.

Clause 2 Claiming expenses allocated in the NaSTA budget

1. Expenses may be claimed by the following people, as allocated in the NaSTA budget:
 - 1.1. NaSTA Executive Officers
 - 1.2. NaSTA Regional Officers
 - 1.3. STAN Officers
 - 1.4. NaSTA Trustees
 - 1.5. Another representative of NaSTA may claim expenses when approved by the NaSTA Executive Committee on a case by case basis.
2. The people listed above may claim expenses for the following expenditure:
 - 2.1. Transport and accommodation to attend a NaSTA event.
 - 2.2. Transport and accommodation to attend an event or meeting on behalf of, or representing, NaSTA.
 - 2.3. Transport and accommodation for NaSTA Trustees to attend trustee meetings
 - 2.4. Payment for goods or services including but not limited to: merchandise, server hire or web domains.
3. NaSTA Executive Officers and other NaSTA officers with an assigned expenses budget set out in the NaSTA budget do not need prior permission from the NaSTA Executive Committee or NaSTA Trustee Board to spend and claim back their expenses.
 - 3.1. Claim forms correctly submitted to the NaSTA Treasurer for pre-allocated expenses can be paid by the Treasurer without a vote from the NaSTA Trustee Board or NaSTA Executive Committee. Both the NaSTA Chair and NaSTA Executive Chair should be informed of all expenses claims.

Clause 3 Claiming expenses not allocated in the NaSTA budget

1. If expenditure is not allocated in the NaSTA budget then it must be approved prior to expenditure.
 - 1.1. The NaSTA Chair or NaSTA Executive Committee Chair can approve payments of £50 or less.
 - 1.2. The NaSTA Executive Committee can approve payments of £250 or less.
 - 1.3. The NaSTA Trustee Board can approve payments of any amount.