



EXPENSES POLICY

AS ADOPTED BY THE BOARD OF DIRECTORS

ON MAY 14, 2012

TO BE REVIEWED AGAIN IN MAY 2014

OUR MISSION STATEMENT

Global Schoolroom is dedicated to sharing educational experience between communities worldwide to help eradicate poverty, promote economic development and build sustainable communities.

OUR FIVE GUIDING PRINCIPLES

Education has the power to enlighten one another and expand each individual's scope for opportunity.

A primary education for every child is essential (the UN's Millennium Development Goal for universal education).

Sharing good educational practices enriches the collective educational experience and widens the cultural horizons of everyone involved.

Forging respectful links between educational partners works to their mutual benefit.

Working directly with teachers and communities is the best way to build a strong framework for high standards of teacher training which, once in place, can be delivered by sustainable local networks.

OUR POLICIES

Global Schoolroom's policies are proofed against our Mission Statement and Guiding Principles and aim to reflect best international practice.

STATEMENT ON EXPENCES

Global Schoolroom recognizes that many of the management team, the board of directors and the volunteers give their time and skills on a pro bono basis, however Global Schoolroom will reimburse any out of pocket expenses which may be incurred in the course of undertaking work for the organisation, provided these have been previously agreed upon by two Global Schoolroom officers.

FLIGHTS

When flights are being booked, a minimum of two quotes should be sought before booking. The choice of flight should not be based on cost alone but on the overall flight package provided.

CLAIMING EXPENSES

- All expenses must be deemed to be necessary for the running of Global Schoolroom and/or Global Schoolroom programmes
- All necessary expenditure must be considered and best value sought as far as is practicable
- Expenses will only be paid for out-of-pocket vouched expenses upon production of receipt and completed claims form
- All expenses must be claimed on the official Global Schoolroom Expenses Claim Form
- All claims must be signed by the claimant and co-signed by one other Global Schoolroom officer
- Expenses will be paid electronically where possible

TERMS AND CONDITIONS

IRISH LAW

You must respect the laws of Ireland and specifically, but not exclusively, be aware of your responsibilities under Irish law.

GLOBAL SCHOOLROOM POLICIES

In addition, there are policies in a variety of areas, which Global Schoolroom Directors, Management, Staff, Volunteers and all other participants must be aware of and operate under where these policies are relevant.



Global Schoolroom

expenses claim form

Name
Location of expenditure
Date

ITEMS

COST

Accommodation	€
Meals	€
Travel	€
Office expenses	€
Other expenses	€
TOTAL	€

Signature

Date

--	--

Authorised by

Date

--	--