

OM AGM 2019 - Ordinary Motion

To amend OM Treasurer's Guide point 5) to allow members to claim expenses relating to an OM young person's award

1. In point 5) in the OM Treasurer's Guide :
 - a. in order to provide clarity about what may be claimed by way of costs incurred in the conduct of OM's affair, and how to make claims, amend and re-number the paragraphs;
 - b. in new paragraph 5.c), add new clause 5.c)iii regarding a winner of an OM young person's award;
 - c. add a phrase to each of new clauses 5.c)i to 5.c)iii to specify the mileage rate.

Point 5 will then read as follows (alterations are shown in ***bold Arial italic***)

5) EXPENSES FOR MEMBERS

- a) For costs incurred in the conduct of OM's affairs :
 - i. ***a member may claim*** out-of-pocket expenses ***by*** :
 - a. ***completing*** a claim form giving brief details and dates of the expenses; and
 - b. ***providing*** the Treasurer with appropriate receipts for any purchases, including tickets.
 - ii. the cost of ***return*** travel ***within the UK*** will be reimbursed as follows:
 - a. the cost of any public transport used; and/or
 - b. an allowance for travel by motor vehicle based on the current mileage rate.
 - b) The mileage rate will be agreed annually at AGM, and available on request from the Treasurer.
 - c) The following members are eligible for reimbursement of travel expenses:
 - i. OM Officers and Area Representatives, ***with any journey by motor vehicle reimbursed at the full agreed mileage rate;***
 - ii. any other members who are representing OM in an official capacity with approval of the Committee, ***with any journey by motor vehicle reimbursed at the full agreed mileage rate;***
 - iii. ***a winner of an OM young person's award such as the Sue Dyke Award, with a maximum payable of £65, and with any journey by motor vehicle reimbursed at half the agreed mileage rate.***
 - d) The Treasurer may propose that any increase in the mileage rate be back-dated to a specified date, with a view to agreement at the AGM.
2. For avoidance of doubt, if this Motion is adopted, then under 5.c)iii -
 - a. expenses will be paid for AGMs from and including 2019, and retrospectively for the 2018 AGM;
 - b. expenses will be paid from OM general funds, to avoid depleting any funds ring-fenced to a young person's award;
 - c. expenses will only be paid for travel to the Meeting at which the member is presented with the award.

Explanatory Notes

- A. This Motion amends point 5) in the OM Treasurer's Guide to clarify :
- a. what details must be provided, and how they must be provided, in order to make a claim;
 - b. that travel expenses may be claimed for any journey that is made for the conduct of OM's affairs, not just journeys to OM Meetings;
 - c. that travel expenses may only be claimed for journeys made within the UK.
- B. This Motion then amends point 5) in the OM Treasurer's Guide to give the AGM the opportunity to agree that :
- a. the winners of an OM young person's award should be eligible for travel expenses to attend the presentation;
 - b. a reasonable maximum payable to attend the presentation is £65;
 - c. a reasonable "at-cost" mileage rate to attend the presentation is one-half that paid to Officials and members representing OM;
 - d. to avoid depleting any funds that are ring-fenced for an award, such travel expenses should be paid from OM general funds
 - e. the 2018 prizewinner should be eligible for travel expenses retrospectively for attending last year's SDA presentation.

Current text of point 5 in the OM Treasurer's Guide

5) EXPENSES FOR MEMBERS

- a) For costs incurred in the conduct of OM's affairs, out-of-pocket expenses may be claimed as follows :
- i. To claim for any purchases, including tickets, a member must complete a claim form giving brief details and dates of the expenses and provide the Treasurer with appropriate receipts.
 - ii. The following members are eligible for reimbursement of travel expenses:
 - OM Officers and Area Representatives;
 - any other members who are representing OM in an official capacity with approval of the Committee.
- b) The cost of travel to Meetings will be reimbursed as follows:
- i. the cost of any public transport used; and/or
 - ii. an allowance for travel by motor vehicle at the current mileage rate.
- c) The mileage rate will be agreed annually at AGM, and available on request from the Treasurer.
- d) The Treasurer may propose that any increase in the mileage rate be back-dated to a specified date, with a view to agreement at the AGM.