

VOLUNTEER EXPENSES POLICY

Approved by Trust Board on 9th January 2024

Due for review on 9th January 2025

The Group does not have any paid members of staff so this policy applies solely to volunteers.

1. General principles

- The Group will always reimburse volunteers for purchases using their own money bought exclusively for Scouting meetings, events, camps or general equipment stores. We are very grateful for volunteers being willing to purchase items this way, as it makes running the Group much easier.
- All expenses claims must state the event they relate to and provide evidence of expense (e.g. a receipt).
- It is the responsibility of volunteers to ensure they use the most cost effective means of procuring items/travel.
- All expenses should be claimed for within 2 weeks of the expense. We aim to reimburse as soon as possible and definitely within 10 working days of the claim. If you need immediate reimbursement or need to make a large expense and don't wish to use your own funds please speak to the Treasurer *before* spending the money and make arrangements accordingly.
- Claims will be validated by any two account signatories (Chair, Treasurer, GSL and another Trustee). Usually this will be the GSL and Treasurer but no member may validate their own claims. The Treasurer is responsible for making the payment.

2. Items purchased for any Scouting activity

An itemised receipt is the best form of proof of purchase. Expense claims must include details of the event/activity/section the item was purchased for and the date.

3. Travel

3.1 Private vehicles

It is the responsibility of the volunteer to ensure their vehicle is taxed and roadworthy. In addition, they must ensure the vehicle is appropriately insured for volunteer work.

The mileage allowance for cars is the standard HMRC rate (45p a mile for cars plus 5p for passengers or 20p per mile for bikes at Jan 24). Essential car parking charges, toll fees and congestion charges will be refunded also. Expense claims must include date, start and end destination and a description of the purpose of the journey. Car parking, tolls and congestion charges must be substantiated with a receipt/ticket.

3.2 Public transport

Expense claims must include date, start and end destinations, purpose of journey and a ticket/receipt.

4. Hospitality

On most occasions where food is necessary (e.g. camps), food for adult volunteers is included in the budget and provided free of charge. There may be occasions where it is necessary to purchase food from e.g. a takeaway or restaurant for adult volunteer meals and in these cases the GSL must pre-authorise the purchase. No alcohol can be purchased in such circumstances unless volunteers pay for it themselves.

5. Operational expenses

5.1 Uniform

Leaders will be provided with one shirt/blouse and a group scarf plus any badges relevant to their role. Leaders may claim reimbursement for a replacement shirt every two years.

5.2 Phone/data/broadband

If substantial costs are encountered e.g. making expensive phone calls or using phone data for internet purposes whilst out on Scouting events a claim can be made at cost. It is expected that, for example, where calls fall within a volunteer's ordinary personal phone provision (e.g. if they happen to have unlimited minutes anyway) then a claim will not be made. Likewise, we would not expect volunteers to claim for home broadband unless they can legitimately claim they only use it for Scouting purposes.

5.3 Postage, stationery, printing and photocopying

Reimbursed at cost

6. Procedure for claiming expenses

Submit claim within 2 weeks of expenditure to the treasurer via online [form](#)

Include relevant information such as

- date of expense
- Section (if applicable)
- Event/camp/session purchased for
- Details of purchase (what it was, or in the case of travel, start and end destination)
- Receipt, if appropriate.
- Bank details for Treasurer to make the payment