



# Scouts

## **CRAWLEY DISTRICT SCOUT COUNCIL**

### EXPENSES POLICY

It is the policy of Crawley District Scout Council (District) to reimburse volunteers for allowable expenses incurred on District business, providing those expenses are incurred in line with this expenses policy.

## **1 - Expense policy**

- 1.1 This policy is designed to cover reimbursement of out-of-pocket expenditure incurred by any member of the District carrying out activities on behalf of the District. The general principle is that no person will obtain a benefit from expenses payments.
- 1.2 Expense payments will be a reimbursement of actual costs, which are reasonable and are incurred wholly, exclusively and necessarily for the carrying out of the member role in relation to the task agreed with the District. Typically this will relate to activities such as:
  - Running District level events and programmes, including hire of premises where required
  - Administration costs such as stationery, postage and telephone calls
  - Maintenance at Stanford Campsite or Lark Rise
  - Adult training in relation to District appointments
  - Other training by the wider District membership where prior agreement has been given by the District Trustee Board. This would normally be considered where the wider District may benefit as a consequence e.g. specialist activity or skills training.
  - Certain travel as outlined below
  - Other expenses relating to a role within the District
- 1.3 Claims could be made by members of the District Trustee Board and Sub-Committees, or any other member of the District team authorised to make a claim by The District Commissioner, The holder of any agreed budget, the District Trustee Board; and other members organising District activities as delegated by the District Commissioner.
- 1.4 Major items of expenditure should, wherever possible, be invoiced to the District and paid via the District Treasurer.
- 1.5 Events and projects should be fully costed in advance and must be entirely self-funding, unless a contribution from the District is agreed by the Board of Trustees in advance. Once set, budgets must not be overspent without prior agreement of the Board of Trustees. Payment of expenses relating to events and projects must be approved by the budget holder (lead member) and must not lead to an overspend.
- 1.6 Claims must follow the following rules:
  - 1.6.1 An expense claim must be approved. This does not necessarily require the claim to be physically signed off, but it must be evident to the District Treasurer that approval has been given (eg meeting minutes, e-mail etc). The on-line claim form has a built in authorisation routine.
  - 1.6.2 Where covered by an approved budget that budget must not be overspent. It is the responsibility of the budget holder to ensure that costs remain within the agreed budget. Authority to incur costs must have been agreed with the relevant budget holder prior to any costs being incurred
  - 1.6.3 All expense claims should be made using the standard on-line claim form (available via the District Website under the "Online Forms" menu) or paper claim form (attached).

- 1.6.4 All expense claims must be supported by receipts, invoices or similar for each item of expenditure subject to certain exceptions relating to travel expenses.
- 1.6.5 All expense claims should be made within 4 weeks of costs being incurred or the activity being completed, whichever is the most appropriate. Claims will be settled as promptly as possible once the full approved claim is received by the Treasurer.

## **2 - Expense Types for which claims will be accepted:**

- District/Section expenses
- Activities related to District level meetings and programme
- Administration costs such as stationery, postage and printing.
- Telephone costs

Claims for phone calls must be approved in principle in advance. If a member of the District already has a telephone calling plan and uses some of the included minutes in the course of their volunteering, but doesn't exceed those minutes, the volunteer has incurred no additional expense so there is nothing to reimburse. If the included minutes are exceeded and an additional cost is incurred by the volunteer, there is clearly a cost which could be reimbursed.

- Travel by public transport

It is reasonable to ask people to travel by the cheapest form of public transport. Travel by taxi must be approved by the budget holder in advance and should only be authorised where other forms of public transport are impractical.

- Travel by personal vehicle - the approved mileage allowance payments are:

Cars: for journeys where the round trip is greater than 10 miles

- 20p per mile

Motorcycles: for journeys where the round trip is greater than 10 miles

- 10p per mile

- Claims relating to major projects

Such claims will be honoured subject to the requirements outlined in section 1 above.

- Training costs

Costs relating to adult training courses for District members should be submitted to CTM or DCC budget holder at the time of training if related to a District course. Other training relating to District role will be honoured as section 1 above.

