

EXPENSES POLICY

October 2019



West Devon Scouts will reimburse volunteers for reasonable essential expenses incurred on District Scout business in accordance with this policy.

- Expense claims should be submitted in writing or by email to the District Treasurer. The claim form below may be used where appropriate.
- Expense claims should be supported by invoices, receipts, tickets or other appropriate documentation.
- Expenses should normally be claimed within six months of expenditure.
- Expenses will only be paid to members carrying out activities that are reasonably necessary for their role(s) in Scouting.
- Expenditure must demonstrate 'best value' for West Devon Scouts. The cheapest available option should be used wherever possible.
- Personal expenditure (such as alcoholic drinks) will not normally be reimbursed.
- Prior approval from the District Treasurer, or if required from the District Executive Committee, should be obtained for all expenditure exceeding £75, involving nights away or international travel, for cash advances and expenditure on events, activities, instructors or equipment.

STANDARD RATES

Travel	Travel by car at current HMRC rate (45p per mile).	Rail, bus or coach fares at rate of cheapest available fare.	Taxi fares only where strictly essential and no alternative means of travel available.
Subsistence	Breakfast at cost up to £10	Lunch at cost up to £15	Dinner at cost up to £25
Accommodation	Cheapest reasonably available up to 3* accommodation.		
Uniform	Up to one each of any required uniform garment per year for District roles only.		
Telephone	At cost where supported by itemised bill.		

EXPENSES CLAIM FORM

By completing this form you give consent for us to collect, store and process your personal data in accordance with our Privacy Policy, which can be found at westdevonscouts.org.uk/privacy-policy.



Name:		Email:			
Address:		Bank A/C No:		Sort code:	

Date	Purpose	Details	Prior Auth Y/N	Amount £
01/01/19	EXAMPLE Travel to training course	21 miles by car at £0.45 per mile	N	9.45
Please send to treasurer@westdevonscouts.org.uk			TOTAL £	
Sign or type name:			Date:	