

# **11<sup>th</sup> Andover Scout Group**

## **Expenses Policy - 2024**

**29-09-2024**

**Revision 1**

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Revision		Updates	Author	Reviewed by	Approved by
1	0.1	First Draft for review	JMS 13-05-24	JHC 15-05-24	
2	0.2	First Draft with JHC comments	JMS	JMS 16-05-24	
3	0.3	Initial Draft following First Review	JMS 16-05-24	VC , JRC , PC	
4	1	First Release	JC 29-09-24	VC 29-09-24	PC 30-09-24

Revision control;

## 1. **Policy Statement**

- 1.1. This document sets out the policy and procedures for claiming expenses incurred by volunteers and members of the 11th Andover Scouts Group (the Group) in the course of their duties and activities. The purpose of this policy is to ensure that all expenses are reimbursed in a fair, consistent and timely manner, and that the Group complies with the relevant tax and accounting regulations.

## 2. **Scope**

- 2.1. This policy applies to all volunteers and staff of the Group, including trustees, leaders, assistants, helpers and administrators. It covers any expenses that are necessary and reasonable for the performance of their roles and the delivery of the Group's objectives and programmes. Examples of such expenses include travel, accommodation, subsistence, training, equipment and materials.

## 3. **Responsibilities**

- 3.1. The Group Trustee Board is responsible for approving and reviewing this policy, and ensuring that adequate funds are available for reimbursing expenses.
- 3.2. The Group Treasurer is responsible for processing and paying expense claims, and maintaining accurate and complete records of all transactions.
- 3.3. The Group Lead Volunteer is responsible for ensuring that all volunteers and staff are aware of and comply with this policy, and for authorising expense claims within their budget limits.
- 3.4. The claimants are responsible for submitting their expense claims in accordance with this policy, and providing the necessary receipts and supporting documents.

## 4. **Principles**

- 4.1. The Group will reimburse all expenses that are necessary and reasonable for the performance of the claimant's role and the delivery of the Group's objectives and programmes.
- 4.2. The claimant should seek to minimise the cost of expenses by choosing the most economical and practical option available, and by taking advantage of any discounts or concessions offered to the Group.
- 4.3. The claimant should obtain prior approval from the Group Lead Volunteer or the relevant budget holder for any expenses that are unusual, exceptional or exceed the standard rates and limits set out in this policy.
- 4.4. The claimant should submit their expense claim within one month of incurring the expense, using the Group's standard expense claim form, and attaching the original receipts and supporting documents.
- 4.5. The Group Treasurer will process and pay the expense claim within two weeks of receiving it, subject to the availability of funds and the proper authorisation.
- 4.6. The Group will not reimburse any expenses that are personal, private, excessive, fraudulent or in breach of this policy.

## 5. Which Expenses Can Be Claimed

- 5.1. Volunteers and staff can claim reasonable out-of-pocket expenses that are necessary for carrying out their duties or activities on behalf of the group. These may include:
- 5.1.1. Materials, consumables or fees for scouting events.
  - 5.1.2. Travel costs, such as; public transport fares, private vehicle mileage, parking, tolls or taxi fares.
  - 5.1.3. Hire of vehicles such as minibuses for scout activities and the cost of cleaning and refuelling.
  - 5.1.4. Accommodation and subsistence costs, such as hotel rooms, meals, or refreshments, when staying overnight or away from home for group-related purposes.
  - 5.1.5. Communication costs, such as phone calls, postage, or internet charges, when communicating with group members, leaders, or other stakeholders.
  - 5.1.6. Training and development costs, such as course fees, materials, or equipment, when attending or delivering training or development sessions for the group.
  - 5.1.7. Other costs, such as fees for DBS checks, uniforms, badges, or equipment, when required by the group.
- 5.2. Expenses should be claimed only for the actual amount spent and supported by receipts or other evidence wherever possible. Volunteers and staff should not claim for personal or non-essential items, such as alcohol, entertainment, or gifts. They should also seek the best value for money and avoid excessive or extravagant spending.

## 6. Types of Expenses And Limits

- 6.1. The following table summarises the types of expenses that can be claimed, and the standard rates and limits that apply. These rates and limits are based on the current HMRC guidelines and the Group's budget constraints, and may be subject to change from time to time. Any deviations from these rates and limits must be approved in advance by the Group Lead Volunteer or the relevant budget holder.

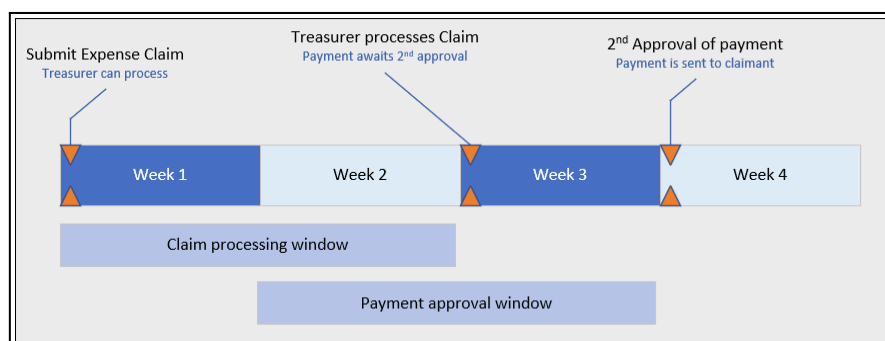
Type of Expense	Standard Rate or Limit	Conditions and Exceptions
Travel by car	45p per mile	The claimant must use their own car, have a valid driving licence, MOT and insurance, and keep a record of the mileage and the purpose of the trip. The Group will not reimburse any parking, tolls, fines or other charges.
Travel by public transport	Actual cost	The claimant must use the cheapest and most direct mode of public transport available, and provide the tickets or receipts as proof of payment. The Group will not reimburse any taxi fares, unless there is no other suitable option.
Travel by motorbike	20p per mile	The claimant must use their own motorbike, have a valid driving licence, MOT and insurance, and keep a record of the mileage and the purpose of the trip. The Group will not reimburse any parking, tolls, fines or other charges.
Accommodation	Up to £50 per night	The claimant must stay in a safe and comfortable hotel, hostel, campsite or similar facility, and provide the invoice or receipt as proof of payment. The Group will not reimburse any extras, such as room service, minibar, laundry or entertainment.

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Subsistence	Up to £5 for breakfast, £10 for lunch and £15 for dinner	The claimant must be away from their home or normal place of work for more than five hours, and provide the receipts as proof of payment. The Group will not reimburse any alcohol, snacks or tips.
Training	Actual cost	The claimant must attend a training course or event that is relevant and beneficial for their role and the Group's objectives and programmes, and provide the certificate or confirmation of attendance as proof of completion. The Group will not reimburse any fees or expenses for courses or events that are not approved by the Group Lead Volunteer or the relevant budget holder.
Equipment and materials	Actual cost	The claimant must purchase or use equipment and materials that are essential and appropriate for their role and the Group's objectives and programmes, and provide the receipts or invoices as proof of payment. The Group will not reimburse any items that are not approved by the Group Lead Volunteer or the relevant budget holder.

## 7. When To Claim Expenses

- 7.1. Volunteers and staff can claim expenses for any reasonable costs that they incur while carrying out their duties for the group, such as travel, accommodation, training, or equipment.
- 7.2. All expenses claims must be submitted by the first Monday of each calendar month, using the standard claim form and attaching all relevant receipts or invoices. Expenses claims submitted after this deadline will be carried over to the next month and may cause delays in reimbursement. Claims made more than three months after the expense was incurred may not be reimbursed, unless there are exceptional circumstances.
- 7.3. Volunteers and staff should keep all receipts and invoices for their expenses and attach them to the claim form. If a receipt or invoice is not available, they should provide an explanation of the expense and the reason for the lack of documentation.
- 7.4. The group treasurer will review, approve and process all expenses claims that are submitted by the third Monday of each month (Two weeks after submission). The treasurer will notify the claimant of the approval status and the payment method by email/text.
- 7.5. The expense reimbursement payment will require a second approval in the bank account which will be completed by the 4th Monday in the month as shown in the timeline below;



- 7.6. The group treasurer or the group leader may reject or query any expenses claim that is incomplete, inaccurate, unreasonable, or unsupported by evidence. They may also ask for further information or clarification from the claimant if needed.

## 8. How To Claim Expenses

The Claimant should follow the following steps to claim their expenses;

- 1) Claims should be completed and submitted within 1 month of the expense being incurred.
- 2) Complete the Group's standard expense claim form, providing all the relevant details such as date, amount, type and purpose of the expense and the budget code if one has been supplied.
- 3) Attach scans of the original receipts and any supporting documents For each expense and label them clearly with the corresponding item number on the form.
- 4) Sign and date the expense form and scan or photograph the form
- 5) Send the form and receipt information to [Treasurer@11thandoverscoutgroup.org](mailto:Treasurer@11thandoverscoutgroup.org) .
- 6) For individual claims above £100, the Treasurer should gain an auditable approval for the expense from the group lead volunteer which should be copied to the second payment authoriser..
- 7) The treasurer should advise the claimant via email or message when the expense has been approved and that payment has been lodged in the bank account for further authorisation.

## 9. Queries and disputes

- 9.1. If the claimant has any queries or disputes about their expense claim, they should contact the Group Treasurer in the first instance, and provide any additional information or evidence that may be required. If the claimant is not satisfied with the Group Treasurer's response, they should escalate the matter to the Group Lead Volunteer, who will review the case and make a final decision. The Group Lead Volunteer's decision is binding and cannot be appealed.

## 10. Review and Monitoring

- 10.1. This policy will be reviewed annually by the Group Treasurer, Group Chair and the Group Lead Volunteer, or more frequently if there are any changes in the regulations or guidelines of The Scout Association , Charity Commission or the HM Revenue & Customs.
- 10.2. The review process will ensure that the policy is up to date, effective, and compliant with the relevant regulations and best practices. The review will also take into account any feedback or suggestions from the claimants, the approvers, and the auditors. Any amendments to the policy will be communicated to all members of the Group and published on the Group website.
- 10.3. Updated policies will be ratified by the Group scout council at the Annual General Meeting.

# Annex A - Expenses Claim Form

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## Instructions

- Please fill in the form overleaf with the details of your expenses incurred for the scout activities on the specified date.
- Please submit a scan or photograph of this form if it has been completed by hand or submit electronically along with an electronic copy of the associated receipts to the treasurer of the 11th Andover Scouts ([Treasurer@11thandoverscoutgroup.org](mailto:Treasurer@11thandoverscoutgroup.org)) by the 1<sup>st</sup> Monday of the month.
- Please contact the treasurer if you have any questions or queries about the expenses claim process.

**EXPENSES FORM**Payee \_\_\_\_\_ Beavers ☐ Cubs ☐ Scouts ☐

Date	Description	Amount	Receipt Attached
			<b>Total Expenses</b>

<b>Sort Code:</b>
<b>Account Number:</b>
<b>Account Name:</b>
<b>Reference:</b>
<b>Date Claim Received:</b>
<b>Date Claim Paid:</b>