



Gloucestershire County Scout Council

Gloucestershire County Scout Council

Expenses Claim Policy

May 2025



Gloucestershire County Scout Council

Introduction

It has become apparent that the existing arrangements for re-imbursement of expenses prior to May 2025 have not contained in a relevant policy and are readily available for our volunteers to claim out of pocket expenses.

The policy will be reviewed annually.

This policy has been prepared with insight to expenses policies of other Scout Counties in the UK and Scout Association staff expenses policy.

It is noted and appreciated that many Scouters do not claim expenses. It is also accepted that volunteers should not be deterred from the effective execution of their roles due to financial constraint. Therefore, the County Trustee Board has agreed that any submitted and substantiated claims will be reimbursed subject to the maximum entitlements outlined below. Volunteers are encouraged, where possible, to purchase goods and services with an invoice with at least 30 days payment terms so as not to incur the cost personally.

All requests for reimbursement must state the meeting, event or other information that substantiates the validity of the claim. It is the responsibility of volunteers to ensure that they use the most cost-effective method of delivering their responsibilities.

For events, all expenses must be agreed and approved by the event lead and covered within the budget for the event itself. Where the event lead is claiming expenses, approval is given by the County Programme Team Lead.

Travel

Use of Private Vehicles

- a) The rates paid for private car use take into account fuel, wear and tear and running costs of the vehicle.
- b) The County will not pay for adjustments to the vehicle i.e. towbars or other adjustments even if the claim is made that it will be used for scouting purposes.
- c) Private car use will be reimbursed at the rate authorized by HMRC for private cars being used for business purposes. The county expenses claim form will have the current rate embedded in its formulas for ease of calculation.
- d) Car sharing is encouraged whenever possible.
- e) Mileage claims should state the event, starting and finishing points, distance travelled and date of the journey.
- f) Essential car parking charges will be refunded. A ticket or a receipt should be produced and scanned when submitting your claim.



Gloucestershire County Scout Council

Rail

- a) When booking/purchasing tickets the most cost-effective options should be considered. This includes web bookings/purchases, booking as early in advance as possible and travelling off-peak as these will usually result in price savings.
- b) If a rail journey is cancelled or delayed by enough time to allow a 'delay repay' cash payment from the rail operator, this should be considered, and an expense claim submitted for the balance of an out-of-pocket claim.

Taxis

- a) Taxi should only be used where required under health and mobility grounds, exceptionally or in an emergency when other methods of transport are not possible. Receipts must be produced and scanned when making a claim.

Mobile Phone Use whilst in charge of a mode of transport (Car, Van, Bike)

- a) The use of mobile devices is not allowed when driving a car, van or bike on Scouting business and such use must comply with applicable laws of use. If a call is necessary, then the driver is encouraged to stop and park the mode of transport in a safe place before using the mobile device.

SUBSISTENCE

Meals

- a) Reimbursement will be made for out-of-pocket costs for breakfast, lunch or dinner in hotels/restaurants close to the venue of the meeting or event being attended. Where possible when booking hotel accommodation consider the bed & breakfast option. The guide price should be that of the table d'hôte menu. VAT receipts are required. Alcoholic Drinks are excluded from the policy and are not claimable unless included in a meal package deal or agreement has been sought from the budget holder prior to attending the meeting or event.
- b) Maximum price per person for each meal, at the following rates or below:
 - Breakfast - £10 if now included in the hotel rate.
 - Lunch - £10
 - Evening Meal - £35Anything above this is to be justified i.e. City Centre rates where applicable.
- c) Breakfast will not be paid on the day of travel where the travel does not commence until after 7am.
- d) Evening meal/dinner will be paid on the day of travel where the individual will not reach their destination until after 8pm.

Whilst occasionally circumstances may dictate that these prices are exceeded, substantially higher costs will be challenged.

All subsistence claims must be agreed prior to the event with the budget holder.

Overnight Accommodation including Hotels

This section takes into account reasonable adjustments, disabilities and health and safety grounds.

- a) Where an individual is required to travel to attend a meeting or event and that meeting or event required the individual to leave home before 7am to arrive in good time and refreshed, then the individual is encouraged to travel the night before and stay in a hotel close to the venue.
- b) Where travel does not commence before 7am, the traveller should have a break in travel for refreshment/breakfast that will be reimbursed.
- c) Where individual will be travelling home and the meeting or event ends at such a time that the journey home would mean not arriving home until very late in the evening, beyond 10pm, then the individual can stay overnight in a hotel and travel home the following day, claiming any expenses incurred.
- d) Accommodation with 'en-suite' facilities in up to three-star hotels close to the venue is appropriate, but where these cannot be obtained four-star hotels is appropriate. When deciding upon the chosen venue, travel to and from the meeting/event venue must be considered as well as any requirements for health and disability.
- e) Items from mini bar, newspapers and in-house movie hire will not be reimbursed.
- f) When an individual or group of individuals is required to attend a multi-day/event, consideration should also be made to booking apartment style accommodation where this would be cheaper overall than hotel costs.

OPERATIONAL EXPENSES

The following will be reimbursed:

Photocopying: At cost or as charged by an employer.

Postage: At cost.

Printing: Costs will only be reimbursed if approved in advance by the budget holder.

Publications: Only required publications to support the role will be reimbursed. Items must be ordered via Scout Shops.

Telecommunications: Many households now have landline and mobile communication contracts with inclusive calls and texts. The County will pay for telephone or mobile phone call charges for Scouting business outside these contracts. Itemised bills should be provided to support the claim. Monthly landline, broadband and mobile rental costs may not be claimed.



Gloucestershire County Scout Council

Computers and Printers: The County will pay for the estimated proportion of necessary consumables for computers, printers used for Scouting purposes.

WHERE YOU CANNOT CLAIM

There are very few circumstances where the Association would not accept a valid claim for expenses when carrying out work on its behalf. However, it is not possible to claim for attendance at an event as a participant where the role is merely incidental.

AUTHORITY TO VARY ARRANGEMENTS

In exceptional circumstances authority may be given to vary the arrangements above. This authority may only be given by the Chairman and the County Lead Volunteer or in their absence by the County Treasurer.

To make an Expenses claim:

1. Complete an Expenses claim for, available from the County Administrator.
2. Payments are made by bank credit transfer direct to the claimant's bank account. Ensure bank details are completed on the claim form.
3. Submit the form digitally; scan receipts and submit to the Budget Holder for approval (copy in the County Administrator).
4. The event lead or County Programme Team Lead, once approved is to forward to the County Administrator who will arrange payment.
5. The above arrangements are based on the broad principle that the Association – which is funded by its Members – will reimburse substantiated claims for out-of-pocket costs that have been reasonably incurred, having due regard to an individual's role.

This policy shows the maximum entitlement allowed and every effort should be made to use the most cost-effective option.

Claims should be made as soon as practicable after the costs have been incurred and within 30 days of the end of the event.