

1. Introduction

- a) Cost should not be a deterrent to the effective appointment of a volunteer. Nobody must be debarred from accepting an appointment due to financial constraint.
- b) Claims will be reimbursed subject to the maximum entitlements outlined below. Claims must be submitted with all receipts and detailed on the correct form.
- c) All claims must be submitted by the volunteer and approved by District Commissioner, Deputy District Commissioner or District Chair, who can then confirm payment [by a signature on the form or an email] to the treasurer.
- d) Forms may be sent via email but the original forms and receipts **must** be kept by the claimant for 24 months. Originals may be requested during an audit.
- e) It is the responsibility of volunteers to ensure that they use the most cost effective method of delivering their responsibilities.

2. Operational Expenses

The following will be reimbursed:

- a) **Photocopying:** at cost.
- b) **Postage:** at cost.
- c) **Printing and Stationery.** General office stationery printer consumables, at cost.
- d) **Telecommunications:** The Association will pay for telephone or mobile phone call charges while being used for scouting business. Details must be provided to support the expense claim.

3. Travel

- b) You are expected to car share as much as possible.
- c) Mileage claims should state the event, starting and finishing points, distance travelled and the date of the journey.
- d) Essential car parking charges will be refunded. The ticket, parking app screenshot or a receipt must be provided.
- e) Private car use within county will be reimbursed at the authorised rate [Currently 30p per mile – as of May 9th 2017] **OR** at the rate you repay for your private mileage for a company car if less than 30p.
- f) For travel outside the county, alternative transport methods should be explored, and due diligence done to ensure the District is getting best value for money. Evidence of this due diligence should be included with the travel expense claim. (E.G Train travel, Air Travel, Car Sharing with other people)

4. Subsistence and Hospitality

- b) **For all day events and meetings**
 - a. Only the normal tea, coffee, sugar and biscuits can be claimed.
- c) **Maintenance/ admin days** as agreed by the District Commissioner or District Chair
 - a. Snack meals may be claimed up to a max of £5 per person per day
- d) **For all other meals**
 - a. All other requests require prior authorisation from the District Commissioner or district executive.

5. What you cannot claim

- a) Alcohol
- b) There are very few circumstances where the district 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 representation of the District is merely incidental e.g. attendance at a reunion.

6. How to claim expenses

- 1) Complete an expense claim form. These are available on the District website.
- 2) Attach all receipts / Photograph or scan receipts
- 3) Email your claim to expenses@midcornwallscouts.org.uk
- 4) The approver will then submit the agreed claim to the District Treasurer.

Prompt claims for expenses are required.

Claims made more than three months of expenditure may not be approved.