

Version Control

01-22	Rebranding Travel 3 – Amended to include parking apps Travel 5 – Added Subsistence & Hospitality 2 - Amended	Jan 2022	J Rickard
02-22	Bullet points added for clarity Item 1c – approvers amended Item 1d – Original receipts retention added Item 6 – Amended wording	Oct 2022	J Rickard
01-23	Mileage rate increased Addition of OSM Prepayment Card procedures	Oct 2023	J Rickard
01-25	Amendments to reflect new role titles Claims now authorised by District Team Leaders	Dec 2025	J Rickard
01-26	Amend expenses claim process to reflect using Team Leaders as approvers.	Apr 2026	J Rickard

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 Lead Volunteer, District Team Leaders (Programme, Volunteering Development or Support) 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 maybe 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 Stationary.** 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 [40p per mile – as of 01/11/2023] **OR** at the rate you repay for your private mileage for a company car if less than 40p.
- 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 Lead Volunteer 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 Lead Volunteer or District Trustee Board.

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

The use of a District Prepaid Expenses Card should always be considered before personal out-of-pocket expenses occur.

- 1) Complete an expense claim form. These are available on the District website.
- 2) Photograph or scan all receipts
- 3) Email your claim to the relevant team leader
- 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.

7. District Online Scout Manager Prepaid Debit Cards

The District have an account with Online Scout Manager (OSM) which includes the use of their accountancy tools, specifically preloaded, or prepaid, debit cards.

- a) The District Treasurer must keep a record of all card holders.
- b) Each card will be preloaded with £0 credit. This amount can be amended in certain circumstances.
 - i. Prearranged project with an agreed budget.
 - ii. Authorisation from the District Lead Volunteer or District Trustee Board Chair, in line with their spending restrictions, as per the District Finance Policy.
 - iii. The District Trustee Board Chair and District Lead Volunteer (or nominated person) will hold a card with £500. *[This is factoring in work done across the District, at District Events and Drummers Lodge]*
 - iv. The Drummers Lodge Campsite Warden will hold a card with £200.
- c) The District Trustee Board Treasurer is responsible for monitoring spending on cards and highlighting possible overuse to the District Trustee Board.

- d) All use of an OSM card must be reconciled through www.onlinescoutmanager.co.uk within 1 month of spending.
- e) An OSM debit card can be requested by any Mid Cornwall District leader. The District Trustee Board Treasurer is responsible for issuing prepaid cards. This will be done in conjunction with the District Lead Volunteer or District Trustee Board Chair.