County Volunteers and Staff Expenses Policy

Purpose

1. To ensure that cost is not a deterrent to the effective execution of a volunteer appointment and that nobody should be debarred from accepting an appointment due to financial constraint.
2. To ensure that neither volunteers nor staff incur unwelcome expenses through their support of Scouting.
3. To provide clarity about what expenses may be incurred and reclaimed in the execution of County business.

Principles

4. It is the responsibility of volunteers and staff to ensure that they use the most cost effective method of delivering their responsibilities.
5. The policy is designed to recompense out of pocket expenditure but everyone should be minded of the cost to Scouting of their actions.
6. Substantiated claims will be reimbursed subject to the policy and maximum entitlements outlined below.
7. All requests for reimbursement must state the meeting, event or other information that substantiates the validity of the claim and must be approved by the appropriate budget holder.
8. Receipts must be provided.

TRAVEL

Use of Private Vehicles

9. Before undertaking journeys by car, other means of transport or sharing should be considered.
10. Private car use will be reimbursed at the authorised rate (currently 40p per mile) consistent with UKHQ.
11. Mileage claims should state the event, distance travelled and the date of the journey.
12. Essential car parking charges will be refunded and a ticket or a receipt should be produced.

Trains, Coaches, Buses etc

13. 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.
14. Second class travel should be used unless there is an economy in using another class.
15. Fares will be reimbursed at cost. A ticket / receipt should be submitted.
16. Where prepaid Travel cards (e.g. Oyster) are used, a note of the journey should be made and the prepaid amount reclaimed.

Taxis

17. Taxi fares may be reclaimed when other methods of transport are not appropriate, taking account of cost, time and security constraints. They should be used sparingly. Receipts should be provided.

Air and Travelling Abroad

18. Air travel is only permitted if sanctioned by a member of the County Management Team.
19. When booking/purchasing flight 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.
20. Suitable travel insurance for overseas travel is required and may be reclaimed.

SUBSISTENCE & HOSPITALITY

The need for accommodation or hospitality costs should be agreed in advance by the budget holder.

Meals

21. Where travel or working on behalf of the County covers meal times subsistence will be reimbursed where this is not provided, e.g. on an overnight stay it is appropriate to claim for breakfast.
22. A maximum daily amount of £30 per person may be claimed. Claims should only be made where the cost is incremental to what would normally be spent. For example:
    i. *Breakfast - where a person leaves home earlier than usual and incurs a cost on breakfast taken away from their home after the qualifying journey has started.*
    ii. *Late evening meal - where a person has to work later than usual and has to buy a meal before the qualifying journey ends which they would usually have at home.*
23. There will be no reimbursement for the purchase of alcohol as part of subsistence.

Overnight Accommodation including Hotels

24. Hospitality offered at camps or other Scouting events should be accepted wherever possible
25. Full use of the Scout Association's own facilities should be made e.g. Baden-Powell House and Gilwell Park.
26. Accommodation with 'en-suite' facilities in travellers' hotels (e.g. Premier Inn) is allowed.
27. The following applies to all overnight accommodation:
    i. Items from the mini bar will not be reimbursed
    ii. Entertainment or gaming costs will not be reimbursed

Home Hospitality

28. Where members stay overnight with a colleague or local Scout *the host* may claim, if they wish, £15 as a contribution towards the cost of providing meals and accommodation.

Third Party Hospitality

29. Hospitality should only be offered to third parties in rare situations and agreed with budget holder in advance.
30. All reasonable costs will be reimbursed in full. The subsistence provisions above should determine the level.
31. Names of those entertained and their organisations must be stated in all cases.
32. VAT receipts are required for all expenditure.

OPERATIONAL EXPENSES

The following will be reimbursed:

33. Postage: At cost.
34. Telecommunications: The County will pay for telephone or mobile phone call charges while being used for Scouting business. Itemised bills should be provided to support the expense claim.
35. Photocopying: At cost or that charged by employer. Use of the County facilities should be made for any large jobs.
36. Broadband: Excess charges where Scouting business has caused these to be incurred.

HOW TO CLAIM EXPENSES

To make an expenses claim:

37. Complete an expenses claim form, available from the web site or from the County Administrator
38. Claims must be submitted as incurred or by the 7th Day of the month following the Accounting Quarter. i.e. 7th April; 7th July; 7th October; 7th January. (Large one-off expenses as they are incurred)
39. For electronic payments – bank details should be sent to the County Treasurer the first time an individual claims.
40. A copy of the form **in pdf** format should be emailed to the budget holder / authoriser
    i. The claimants name and the Net Amount Payable should be put in the subject line of the email
    ii. Receipts should be scanned into as few pages as possible and attached as a pdf.
    iii. The form should be sent from the email address registered to the claimant in Compass.
    iv. Or Print, sign and send to the budget holder with the original receipts.

41. Budget holder should:
    i. Confirm or challenge the expenditure
    ii. If confirmed add "Approved" to the subject line and forward to County Treasurer.
    iii. Or sign and send to the County Treasurer.

42. Expenses claims will normally be paid within 7 days of receipt by the County Treasurer.
43. Any deviation from this policy may result in payment being delayed or withheld.

County Officials Authorised to Approve Expenses Claims

i. County Chairman
   Approves:
   a. County Commissioner
   b. County Treasurer
   c. Deputy County Treasurer
   d. County Secretary
   e. Centre Manager
   f. Trustees and committee members

ii. County Commissioner
   Approves:
   a. County Chairman
   b. Deputy County Commissioners

iii. Deputy County Commissioner
   Approves:
   a. Direct Reports

iv. County Training Manager
   Approves:
   a. Direct Reports

v. Centre Manager
   Approves:
   a. Centre Staff
   b. Centre Volunteers
   c. County Campsite Warden

Nobody should authorise their own or a family member's expenses. The County Treasurer cannot approve expenses claims.

Amendment History

Date	Detail
April 2018	Approved by Northamptonshire County Executive Committee
December 2018	Review due
May 2019	Rebranded
March 2020	Addition of Trustees, committee members and Deputy County Treasurer to Chairman's approvals; rewording of 39; Change from Office to Administrator in 37. Annex 1 deleted