



# VOLUNTEER EXPENSES POLICY

## WORTHING DISTRICT SCOUT COUNCIL

### 1. Purpose

This policy explains when and how the Worthing District Scouts ("the District") will reimburse reasonable, substantiated out-of-pocket expenses incurred by volunteers while carrying out authorised District activities.

### 2. Scope

Applies to all members undertaking District business, including district teams and sub-teams, where the activity has been authorised by a named budget holder or a member of the District Leadership Team.

### 3. Principles

- Volunteers are reimbursed for actual out-of-pocket expenses incurred in carrying out District duties — not paid for time or as salary.
- Reimbursement will be for reasonable costs, incurred wholly, exclusively and necessarily for the District role and pre-agreed with the relevant budget holder.
- No volunteer or project team member shall profit from expense claims.
- Claimants must use the most cost-effective method available and exercise stewardship over District funds.

### 4. Key definitions

- Claimant: person submitting the expense.
- Budget holder: the person responsible for the budget under which the expense falls (must pre-authorise spending).
- Treasurer: District Treasurer — processes payments.
- District Lead Volunteer / District Chair / District Trustee Board: those with delegated authority for approvals and exceptions.

### 5. General rules and process

- Pre-approval: Authority to incur non-routine costs must be agreed with the budget holder before incurring the cost. Surprise claims may be rejected.
- Budget control: Every claim must be within an approved budget. Budget holders ensure budgets are not overspent.
- Claim form: All claims must be submitted on the District expense claim form approved by the Treasurer.
- Receipts: Original receipts, invoices or equivalent must support each item (electronic copies acceptable). Receipts/invoices should show the supplier description and date.
- Payee name: Documents submitted must be in the name of the claimant or the District, not a third party.
- Timescale: Claims must be submitted within **8 weeks** of the expense. Late claims will normally not be settled.



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- Processing: Claims will be paid promptly after receiving full approved documentation.
- Donation option: If a claimant prefers not to receive reimbursement, they may donate the amount to the District (gift aid rules apply — seek Treasurer guidance).

## 6. Acceptable expenses

- District business travel, meetings, events and programme-related costs.
- Administration costs incurred as part of District duties.
- Reasonable catering/refreshments where linked to District business.
- Agreed training and learning that has prior approval (internal training necessary for the role is treated as an expense).

## 7. Travel (principles and evidence)

- Volunteers should use the cheapest reasonable form of public transport. Evidence: ticket, travel-card statement or screenshot from account.
- Consider time, carriage of equipment, number of travellers and cost before using a car.
- Any transport claim > £100 must be pre-approved by the team leader/budget holder.
- Parking and fines:
  - Essential parking charges with receipt are refundable.
  - Parking fines are not normally refundable. Traffic or speeding fines will never be reimbursed.
- Rail: Book standard class unless exceptional prior-authorized reasons apply. Use advance and off-peak fares where possible. If compensation (e.g., Delay Repay) is available and claimed, the reimbursement should be reduced accordingly.
- Private hire/taxis: Use only when justified (mobility needs, disruption, equipment transport). Pre-booked minicabs or ride-hailing services are preferred over black cabs; receipts required.
- Air travel: Prior approval required; economy class or budget carriers only; first class not permitted.

### 7a. Personal vehicle mileage

- The District follows HMRC mileage allowance rates as caps for non-taxable reimbursement. The policy sets the current maximum rates; update these when HMRC publishes changes.
  - Cars: 45p per mile for the first 30 miles per monthly claim, 30p per mile for the next 30 miles, 20p per mile thereafter.
  - Motorcycles: 20p per mile for the first 30 miles, 10p per mile thereafter.
  - Bicycles: no mileage paid.
- Passenger allowance: Up to 5p per passenger mile may be reimbursed at the discretion of the budget holder.
- Note: These rates are maximum non-taxable amounts — the District may set lower reimbursement rates.

### 8. Meals & subsistence

- Claims must be supported by detailed receipts. Alcoholic drinks are not claimable.
- Meal thresholds (upper limits per person):
  - Breakfast: £5.00 (claimable when leaving home before 07:00 for District business)
  - Lunch: £5.00 (claimable when District business lasts 5 hours or more away from home)
  - Dinner: £15.00 (claimable when returning after 19:00 or when dinner not included in accommodation)
- Team meals: only budget holders may approve team meals. Prior approval needed for non-budget-holder claims.
- If a hotel rate includes meals, do not claim separately for those meals.

### 9. Accommodation

- Reasonable en-suite accommodation up to three-star standard. VAT receipts required.
- Bookings should use cost-effective options; District limits represent maxima.

### 10. IT equipment & devices

- The District will not normally fund PCs, laptops, tablets or mobile phones unless:
  - 1) necessary for the role, and
  - 2) used exclusively for Worthing Scouting.
- Where provided, equipment remains District property and must be returned on request or when role ends.

### 11. Cash advances & floats

- Advances/float requests must be approved by the budget holder before Treasurer payment.
- Floats/advances must be cleared within 1 week of return/event with full receipts.
- Complete accounting and any remaining cash must be submitted within 4 weeks of the event, with receipts.

### 12. Training and development

- External training requests must be approved by the budget holder and submitted to the District Volunteer Development Team Leader before booking or committing.
- Internal training necessary for the role will be reimbursed under this policy.

### 13. Equipment and services (capital & large purchases)

- Larger purchases require District Trustee Board approval prior to purchase.



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- In exceptional/urgent cases, District Chair and District Lead Volunteer can approve by email (must be tabled at the next board meeting).

### 14. Scout uniform

- New volunteers: District will reimburse one uniform shirt, one scarf and one set of badges.
- Additional uniform purchases are the volunteer's responsibility unless authorised by the District Lead Volunteer and District Chair for exceptional circumstances.

### 15. Exclusions

- Expenses that are personal in nature, fines for traffic violations, or fees charged for attendance as a participant (e.g., event participant/staff fees) are not claimable.
- Reimbursement is not a substitute for payment for services rendered.

### 16. Record-keeping & data protection

- The District retains expense records in line with charity/accounting best practice. Receipts and claim forms are retained for audit and tax purposes.
- Personal data in claims is processed only for reimbursement and statutory record-keeping; see District privacy notice.

### 17. Responsibility & disputes

- Budget holders are responsible for authorising expenditure and ensuring budgetary compliance.
- The Treasurer is responsible for payment and record-keeping.
- Any disputes or exceptions should be escalated to the District Chair or District Lead Volunteer. Trustees must approve material exceptions.

### 18. Policy review

- The policy will be reviewed annually and updated to reflect changes in HMRC rates, charity commission guidance, POR or District governance.

This policy was adopted by the trustee board of Worthing District Scout Council at its meeting on 25/11/2025.