

West Sussex County Scout Council (WSCSC)

VOLUNTEER & STAFF EXPENSE POLICY

Legitimate costs, incurred whilst volunteering for WSCSC, should not be a deterrent and nobody should be debarred from accepting an appointment due to financial constraint. It is the responsibility of claimants to ensure that they use the most cost effective method of delivering their responsibilities. All requests for reimbursement must state the meeting, event or other information that substantiates the validity of the claim.

1. Use of Private Vehicles.

- 1.1. It is the responsibility of the claimant to ensure their vehicle is taxed, roadworthy and, where applicable, holds a current MOT certificate.
- 1.2. In addition, it is the responsibility of the claimant to ensure the vehicle is appropriately insured. Failure to do so will result in the claimant being personally liable for any damage or injury to themselves or to third parties from accidents whilst travelling on scouting activities. In the event of an accident, whilst engaged on scouting activities, WSCSC will not be held responsible for any loss of no claims bonus or policy excess imposed by the claimant's insurance company.

2. Mileage Allowance, Car Parking Fees, Tolls and Congestion Charges.

- 2.1. Travel to Lodge Hill by the Administrative Staff is classified as 'Home to Work' travel and so expense claims will not be accepted.
- 2.2. Mileage will be reimbursed at the rate of 40p per mile.
- 2.3. Mileage claims should state the event, journey location, distance travelled, name of any passengers and the date of the journey.
- 2.4. Essential car parking charges, toll fees and congestion charges will be refunded. A ticket or a receipt should be produced wherever possible.
- 2.5. WSCSC will not accept responsibility for parking fines, road traffic offence fines or non payment of toll fee/congestion charge fines incurred by claimants when undertaking scouting business.

3. HOSPITALITY.

- 3.1. By the nature of their roles, the County Commissioner, Deputy County Commissioners, Chairman and Deputy Chairman may, on occasion, choose to meet with their line reports to discuss scouting matters in a social situation.
- 3.2. In these situations, reasonable meal costs will be reimbursed. Names of those entertained, their role and organisation must be stated. Receipts are required for this expenditure.
- 3.3. All other County members who wish to claim hospitality expenses should seek authority from their line manager before doing so.

4. OPERATIONAL EXPENSES.

- 4.1. Uniform: County Commissioners, Leaders, Advisers and other staff requiring a Scout uniform to perform the responsibilities of their job are entitled, on appointment, to a complete set of uniform items, consisting of one item each of smart shirt or blouse, activity or smart trousers or skirt, woggle or tie, belt, waterproof or fleece. Uniform should be ordered from Scout Shops Limited. Thereafter, up to one replacement item may be claimed for per year. A County Scarf will be issued on appointment.
- 4.2. Photocopying: At cost, or that charged by employer.
- 4.3. Postage, Stationery, and Printer Cartridges: Postage, general office stationery and fax/ printer consumables will be reimbursed at cost.
- 4.4. Publications: These should be purchased as required in order to perform the responsibilities of the appointment. For example: the ACC (Beavers) would require copies of the Beaver Section publications.
- 4.5. Telecommunications: The County will reimburse telephone or mobile phone call charges when used for scouting business.

5. HOW TO CLAIM EXPENSES

- 5.1. Complete a WSCSC expense claim form, available from the County Office. The form should be completed electronically and a copy kept for two years by the claimant.
- 5.2. Sign the form, attach receipts and send to the relevant line manager for authorisation.
- 5.3. Submit to the County Office at which point claims will be date stamped by the County Administrators. This will be the date that your claim will be processed by, as stated in 5.4 below.
- 5.4. Expenses claims received at the County Office by the **25th of each month** will be processed for accuracy and payment. Claimants can expect payment to be made by electronic bank transfer during the **first week of the following month**. Expenses received at County Office after the 25th will be processed in the next payment run.
- 5.5. In the event of non payment or query of expenses, please contact the County Office.
- 5.6. Claims should be submitted within six months of the expenditure. Claims submitted later than this may not be settled. Claimants should submit outstanding claims before March 31st (end of County accounting period) and should not carry large sums across into the next financial year.
- 5.7. There are very few circumstances where the County would not accept a valid claim for expenses when carrying out work on its behalf. Attendance at an event where a county role is merely incidental, e.g. attendance at a Reunion, would be an example when an expense claim would be declined.

County Office Lodge Hill Centre, London Road, Watersfield, Pulborough, West Sussex RH20 1LZ