

# Expenses

Revised: December 2023

## Purpose

The expenses policy exists to ensure that our volunteers are not required to be out of pocket whilst volunteering as members of the district trustee board.

## Introduction

Volunteers should only be reimbursed for expenses incurred wholly and necessarily for the benefit of SLAM and should not be deterred from accepting a role due to financial constraints. It is the responsibility of volunteers to ensure they use the most cost-effective method of delivering on their responsibilities.

It is not possible to claim for being at an event as a participant where a District role is incidental, e.g. attendance at a camp. Any expenses incurred on behalf of Group or County activities will be subject to their own policy and process.

Volunteers may consider that they do not need / wish to claim against all of the items they could. In these cases, we would encourage volunteers to claim their expenses in full and then make an equivalent value donation to the District, then gift-aid such donations, where possible. The District Trustees are grateful to volunteers for their continued efforts to keep the running costs to a minimum.

## Policy

### What are reasonable Expenses?

SLAM will pay reasonable expense claims for:

#### Travel costs

- Use of Private Vehicles
- Rail
- Taxis

#### Accommodation and meals while travelling

- Meals
- Overnight Accommodation (including Hotels)

#### Operational Expenses

- Postage
- Photocopying or printing
- Basic stationery (envelopes/paper)
- Uniform

## Travel Costs

### *Use of Private Vehicles*

1. Before undertaking journeys by car, other means of transport should first be considered and car sharing is encouraged whenever possible.
2. Private car use will be reimbursed at the authorised rate. The Board of Trustees have agreed a mileage rate based on HMRC company car rates.
3. These are 25p/mile for petrol/diesel and 20p/mile for Electric.
4. Mileage claims should state the date, event/reason and distance (including travel details where appropriate, i.e. start/end location).
5. Essential additional charges will be reimbursed, i.e. parking/ tolls, if they are accompanied by a receipt.

### *Public Transport (Rail, Bus, Tram, Underground)*

It is expected that from time-to-time District Team members may need to travel to attend events such as conferences, training, or meetings outside the District, and may incur costs travelling by public transport especially when this is cheaper or deemed more environmentally friendly than driving. In such cases it is acceptable to claim for travel.

- 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 as these will usually result in price savings. SLAM will only reimburse for standard class travel. No premium/first class travel will be reimbursed unless it is cheaper.

### *Taxis*

Taxi use should be kept to an absolute minimum and only when other methods of transport are not appropriate taking account of cost, time and security restraints. They should be used sparingly and pre-authorized with the budget holder. Receipts must be produced.

### *Air Travel*

Air travel is not currently covered by the expenses policy. This does not mean it cannot be arranged as part of an event budget and managed through that.

## Subsistence & Hospitality

In the case of UK residential experiences, it is the expectation of the SLAM Board of Trustees that the cost of a leader’s attendance is built into the event and paid for by central/unit/event funds and therefore volunteers should not be out of pocket.

However, it is also anticipated that from time-to-time District Team members may need to travel to attend events such as conferences, training, or meetings outside of the District and therefore may incur costs:

### Accommodation

#### Hotel Limits

Elsewhere in the UK	London
£100	£150

- Full use of any accommodation provided at conferences, training, meetings should be utilised before booking accommodation.
- Accommodation with ‘en-suite’ facilities in up to three-star hotels close to the venue is appropriate. A receipt is required.
- Incidental items e.g., items from a mini bar, newspapers and in-house movie hire will not be reimbursed.

### Subsistence

Reimbursement will be made for out-of-pocket costs for breakfast, lunch or dinner in up to three star hotels/restaurants. Receipts are required.

The following indicates the maximum price per person for each meal.

Meal Type	Maximum value
Breakfast	£10
Lunch	£10
Dinner	£25

- Alcoholic drinks will not be re-imbursed.
- Where two or more volunteers are in attendance for a meal, the most senior should incur the expense to avoid conflict of interest (i.e. if a volunteer and their immediate Manager dine together, the Manager must pay and claim). Their claim should then be approved in the usual manner.

## Operational Expenses

### Photocopying

- At cost or at a rate charged by an employer

### Postage

- At cost

### Stationery

- General office stationery, computer and printer consumables. At cost

### Uniform

For Team members requiring a uniform to perform the responsibilities of their role, a limited number of uniform items may be claimed.

- On appointment (where a volunteer does not already have an item): one item each of smart shirt or blouse; activity or smart trousers or skirt; necker, woggle, belt; and a set of badges (World badge, District badge, and Name badge).
- Periodically, after agreement with their line manager (or if a uniform design is changed) a team member can reclaim for a new set of uniform.

## Payment of Expenses Process

Expenses must be claimed using the most up-to-date SLAM Expense Claim Form. All claims for purchased items must be supported with receipts; mileage claims do not require a fuel receipt.

Any expenses must be claimed in a timely manner, as a minimum on a quarterly basis (end of March, June, September, December), but ideally monthly.

Any requests for money to be paid in advance of expenditure must be discussed and agreed with District Lead Volunteer and District Treasurer.

Completed expense claim forms, along with receipts should follow the following process for approval:

- Claims should be submitted to the treasurer using the SLAM expense claim form and be accompanied by all necessary receipts (preferably electronically)
- All reasonable expense claims will be paid within 14 days, where the expenses comply with the policy set out above.
  - In the event of uncertainty, or for any single item/line over £250, a secondary trustee's guidance and approval should be sought by the treasurer or requester.
- Payments will be made using BACS transfers.
  - If BACS is not appropriate, the treasurer may arrange an alternate payment method by negation and cash must be receipted if used.
  - For new payees, verbal confirmation may be required (good fraud practice)