

Claiming of expenses from Liverpool North District Scout Council ('the Council')

Introduction

This policy sets out the procedures for and basis of reimbursement of expenses incurred by individuals in relation to the activities of the Council. It should be remembered that the Council is a charitable organisation, with limited resources at its disposal, whose purpose is to promote and assist in the running of scouting in the Liverpool North District of Merseyside. All expenditure incurred by the Council must further this purpose. It is incumbent on all District officials and those who conduct any activity on behalf of the District to ensure that these obligations are met in relation to their activities, and that the Charity Commission guidelines are adhered to in relation to expenditure. The Council is also part of the Scout Association and it must therefore be ensured that all rules of the Association are adhered to.

This policy will be reviewed regularly and ratified, with suitable amendments, by the District Executive from time to time, or on the appointment of a new District Commissioner.

Within these parameters, individuals should not bear a financial cost for activities they undertake on behalf of the Council and on behalf of Scouting in Liverpool North. The Council will therefore reimburse all reasonable expenses incurred in this activity, in accordance with this policy. Individuals should ensure, however, that all expenses are only incurred where necessary and that they are, where possible, minimised.

Wherever possible, costs being incurred should be invoiced directly to the Council, which will make payment directly to the supplier. This policy relates to expenses incurred individually by persons in the proper performance of their duties.

Where this policy is not adhered to in full, any reimbursement will only be made at the discretion of the District Commissioner or District Treasurer.

Expenses incurred in the performance of duties

All expenses incurred by District officials, office holders or administrators in the performance of their duties may be claimed on a regular basis using the form attached to this policy. This form should be sent, with receipts, to the District Commissioner for approval. Once approved, the District Commissioner will forward it to the District Treasurer, who will raise a cheque payable to the individual claiming reimbursement. Under no circumstances will payment be made to any person other than the person claiming reimbursement. No expenses will be reimbursed in the absence of a receipt (with the exception of mileage claims).

Where a person is in doubt as to whether the expense is appropriate or considers it may be excessive, they should seek pre-approval from the District Commissioner before incurring the expense. All reimbursement is at the discretion of the District Commissioner and District Treasurer, subject to a decision of the District Executive Committee to overrule a decision not to reimburse.

Individual items of expense in excess of £50 always require pre-approval or it may not be reimbursed. Any disputes which cannot be agreed between the individual claiming reimbursement and the District Treasurer/District Commissioner may be referred to the District Executive by either party. The District Commissioner may also seek approval from the District Executive if they are in doubt over whether an expense reimbursement should be made.

Mileage claims for travel in own vehicles will be paid at a rate of 20p per mile. Where possible, persons travelling to the same event should arrange to share vehicles.

Expenses being claimed by the District Commissioner will be approved by the District Treasurer, who may seek the approval of the District Chairman or District Executive as appropriate.

Maintenance and availability of this policy and attached claim form

A copy of this policy and the claim form shall be maintained by the District Commissioner and District Treasurer, and shall be supplied on request. It may also be made available on the District's website.

Liverpool North District Scout Council

Expenses claim form

This form should be used for reclaiming any expenses from Liverpool North District Scout Council and should be completed as appropriate. All claims should be accompanied by receipts for all items (except mileage claims).

Name Position

Address for reimbursement to be sent to

Date	Expense item	Total cost	Amount claimed
			£
			£
			£
			£
	Mileage miles at 20p per mile (please list details on reverse)		£
Total expenses			£
Less: donation to District			£ ()
Reimbursement claimed			£

I confirm I have incurred the expenses shown above in accordance with the policy on claiming of expenses and wish to claim reimbursement.

Signed Date

Authorised (District Commissioner) Date

Completed forms should be sent to The District Commissioner for approval