

Expenses & Hardship Policy

Version v4, April 2025

Policy Owner: Trustee Board



1. Background

- 1.1 The expenses and hardship part of this policy are written under the principles that there should be no cost to volunteer within the Scout Group and that finance should not be a barrier to participation in Scouting.
- 1.2 It is the responsibility of the volunteers to ensure that they use the most cost-effective method.

2. Expenses

2.1 General

- 2.1.1 All expenses must be submitted in the format and timescales dictated in the Group's "Financial Management" policy.

2.2 Personal Expenses

- 2.2.1 "Personal Expenses" are defined as expenditure which is incurred directly, by any persons, in delivering the activities of the Group.
- 2.2.2 All personal expenses must be authorised by one of the Group Lead Volunteer, an Assistant Group Lead Volunteer, the Group Chair or the Group Treasurer before reimbursement.
- 2.2.3 Personal expenses include:

- *Travel*

The Group will cover the cost of travel for one of its volunteer members to a Group-organised event or externally-organised event to which they are attending as a member of the Group, within the limits given below.

All travel with personal vehicles of over 100 miles, first class travel or international travel must be pre-authorised.

| Mode of Travel | Limit |
|----------------|-------|
|----------------|-------|

| | |
|--------|------|
| Trains | £150 |
| Taxi | £25 |
| Bus | £25 |
| Air | £500 |

- *Mileage*

The Group will reimburse mileage to adult members at a rate of 45p per mile for cars and 24p per mile for motorcycles when travelling to a Group-organised event or externally-organised event to which they are attending as a member of the Group.

- *Sustenance*

Reimbursement will be made for out of pocket costs for breakfast, lunch or dinner in hotels/restaurants, where a member is engaged in activities of benefit to the Group and food is not already covered under the activity budget. Maximum limits apply, as detailed below:

| Meal Type | Maximum Value |
|------------------|----------------------|
| Breakfast | £10 |
| Lunch | £15 |
| Dinner | £25 |

- *Uniform*

The Group will cover the cost of the uniform of any volunteer within the Group who is entitled to wear it.

- *Stationery*

The Group will cover the cost of stationery used for the benefit of the Group. This includes printer ink and paper.

- *Event Fees*

The Group will cover any event fee for volunteers incurred where the members are attending as a member of the Group. On occasion, this may not be possible where the event fee is cost prohibitive. In these cases, volunteers will be informed before they agree to volunteer at the event.

- *Photocopying*

The Group will cover the cost of photocopying, for the benefit of the Group, at cost or at a rate charged by an employer/academic institution.

- *Postage*

The Group will cover the cost of any postage, for the benefit of the Group, at cost.

2.3 Section/Group Expenses

2.3.1 All expenses not covered under personal expenses, as defined above, fall under section/group expenses and are covered in sectional or Group budget lines.

2.3.2 Any such expense must be for the benefit of either one of the Group's sections, or for the Group of the whole.

2.3.3 All section/group expenses must be approved and managed in line with our "Financial Management" policy.

2.4 Activity Expenses

2.4.1 The budget for all Group activities must be submitted to the Group Treasurer and Group Lead Volunteer prior to the event (and the Trustee Board, if required under 2.4.2, below).

2.4.2 All budgets for Group activities should aim to be cost-neutral. Should a budget be proposed that is not cost-neutral, pre-approval must be sought from the Group Lead Volunteer for use of the "Group Events" budget. If likely to be out-of-budget, pre-approval must be sought from the Trustee Board.

2.4.3 Once a budget has been approved, in writing, by the Group Treasurer and Group Lead Volunteer (or the Trustee Board, as appropriate), the budget-holder may then approve any expenditure for the activity up to these budgetary limits.

2.4.4 Should expenditure needed to be made outside of the approved budget for the activity, approval for this out-of-budget expenditure must be approved according to the authorisation limit defined in our "Financial Management" policy. The Group recognise the need for 'emergency' expenditure that could

not realistically have been foreseen and for which it may not have been possible to seek approval.

3. Hardship Arrangements

- 3.1** The Scout Group will support any of its members in financial difficulties to take part in its activities.
- 3.2** The Trustee Board will allocate a budget for hardship claims.
- 3.3** Each hardship claim will be assessed on a case-by-case basis and is determined completely at the discretion of the authorising party.
- 3.4** A deferment of payment of subscriptions or activity fees may be authorised by the Group Lead Volunteer for up to six weeks.
- 3.5** A deferment of payment of subscription or activity fees for a total time greater than six weeks (starting at the time the original payment deferment was granted and including any subsequent extensions to deferments) – must be approved by a majority of the Trustee Board.
- 3.6** A discount up to 50% on any subscription or fees must be authorised by both the Group Lead Volunteer and Group Treasurer.
- 3.7** Any discount above 50% on any subscription or fees must be approved, within confidential matters, by a majority of the Trustee Board.