

Expenses Policy

Introduction:

This policy applies to all Girlguiding Clwyd expenses and is intended to provide for the reimbursement of reasonable and necessary expenses of volunteers carrying out approved work on behalf of Girlguiding Clwyd.

Each individual is encouraged to make the most economical travel arrangements available under the circumstances, for ensuring that telephone calls are kept to a minimum time scale and for ensuring that other expenses are kept to a minimum.

The policy has been developed in light of the following principles:

- The need for efficiency and effectiveness
- The importance of ensuring that claimants are speedily reimbursed for the expenses actually and necessarily incurred
- The need for administrative control arrangements to be compatible with adequate accountability.

At times, because of unusual situations or specific circumstances, it may be necessary to allow exceptions to this policy. Such exceptions will be approved by the County Commissioner before payment.

Claims should be made using the Girlguiding Clwyd form, where possible.

See re-imbursement of expenses (below) for details how to claim re-imbursement from Girlguiding Clwyd.

This policy will be reviewed annually by the Finance and General Purpose Committee.

Re-imbursement of expenses:

All claims must be sent to the Girlguiding Clwyd Treasurer for approval and payment.

Claims should be made using the Girlguiding Clwyd form, where possible. Form can be downloaded from the Girlguiding Clwyd website, <http://www.girlguidingclwyd.org/>, enter the site and go to resources or contact the Girlguiding Clwyd Treasurer.

All expense/claims must be accompanied by valid receipts.

See notes below for claims for specific areas.

Printing:

Costs are reimbursed on a per A4 sheet basis, with a different rate depending if in black and white or in colour – this saves having to decide what proportion of the ink cartridge and paper should be re charged. The current rate is on the Bursaries, Grants and Expenses

Expenses Policy

document and is reviewed by the twice a year by the Finance and General Purpose Committee

Travel by private vehicle:

A valid driving licence and appropriate insurance must be in place before the commencement of any journey. Parking fines and traffic fines are not allowable expenses.

Girlguiding Clwyd will not reimburse volunteers for any loss or damage resulting from the use of their private vehicle.

Mileage is reimbursed at Girlguiding Clwyd's prevailing rate per mile. This rate will be reviewed twice a year by the Finance and General Purpose Committee and the Bursaries, Grants and Expenses document will be updated. The Girlguiding Clwyd expenses claim form includes a declaration stating that the person making the claim meets insurance requirements and holds a valid driving licence.

Volunteers are encouraged to travel together when possible.

Travel by public transport:

Volunteers travelling on public transport for Girlguiding Clwyd business will be reimbursed at standard/economy class rate only. Volunteers must take advantage of any low cost options that may be available.

Telephone:

Girlguiding Clwyd will make every effort to reimburse the costs of telephone calls made by volunteers on private telephones, land-line or mobile, whilst working on behalf of Girlguiding Clwyd. Volunteers are required to either:

- o Submit, to the Girlguiding Clwyd Treasurer, a copy of the relevant land-line or mobile telephone bill with telephone calls that have been made on behalf of Girlguiding Clwyd highlighted and totalled.
- o Keep a record of telephone calls made by land-line or mobile telephone and calculate the cost of these and submit to the Girlguiding Clwyd Treasurer.

Accommodation:

Volunteers should not normally stay overnight before/after a meeting at Girlguiding Clwyd's expense when it is feasible to travel on the day of the meeting.

Where it is necessary to book hotel accommodation, reimbursement for hotels and other accommodation will be provided at the actual rate, provided these amounts are reasonable.

Expenses Policy

Subsistence:

A claim may only be made for meals if the volunteer is staying in overnight accommodation, as they are unable to travel to the meeting on the day.

The cost can only be claimed if the volunteer has to purchase an evening meal. When the meals are included in the cost of conference fees or provided by a third party no cost can be claimed. Breakfast can only be claimed if not already provided as part of the accommodation cost. No alcoholic drinks can be claimed for.

Meeting costs:

Travel to meetings is reimbursed following the private car/public transport details above.

Drinks and food required for the meeting are reimbursed. Where an attendee decides to buy a meal that is not part of the meeting (e.g. because they have come straight from work) this will not be reimbursed by Girlguiding Clwyd.

Claims can be submitted to the Girlguiding Clwyd Treasurer on one claim for all attendees (prepared by one person on behalf of all) or individually.

Events:

Girlguiding Clwyd Events Financial Risk Assessment must be followed.

Grants and bursaries:

These are reviewed annually by the Finance and General Purpose Committee and the Bursaries, Grants and Expenses document is updated. This document and all forms can be downloaded from the Girlguiding Clwyd website, <http://www.girlguidingclwyd.org/>, enter the site and go to resources or contact the Girlguiding Clwyd Treasurer.

Grants/bursaries for the following opportunities are available:

- International travel:
 - Complete an International Travel Bursary Application and send it to the Girlguiding Clwyd Treasurer enclosing a copy of your Girlguiding Cymru costings sheet.
- GOLD:
 - Complete a GOLD Bursary Application and send it to the Girlguiding Clwyd Treasurer enclosing a copy of your equipment receipt.
- Trainings:
 - Write to the Girlguiding Clwyd Treasurer enclosing a copy of your certificate/proof of attendance and proof of payment.
- Ida Price Training Bursary:
 - Complete an Ida Price Training Bursary Application and send it to the Girlguiding Clwyd Treasurer.

Expenses Policy

- BP Adventure Bursary:
 - Complete a BP Adventure Bursary Application and send it to the Girlguiding Clwyd Treasurer enclosing a copy of your certificate/proof of attendance and proof of payment.
- Minibus Training Bursary:
 - Complete a Minibus Training Bursary Application and send it to the Girlguiding Clwyd Treasurer enclosing a copy of your MIDAS certificate and proof of payment.
- Dyfodol Y Ddraig:
 - Write to the Girlguiding Clwyd Treasurer enclosing your receipt(s) for your sweatshirt and polo shirt (or ask Girlguiding Cymru to invoice the Girlguiding Clwyd Treasurer)
- Peer Educators:
 - Complete a Peer Educator T-shirt application and send it to the Girlguiding Clwyd Treasurer

Advisors/Administrators:

Girlguiding Clwyd Advisors/Administrators can apply for a float to hold in advance of incurring expenses. They are required to sign to acknowledge receipt and to agree to pay back any balance they hold at the end of their appointment. To claim a new float, details of expenses since the last float given (following the notes laid out above) must be sent to the Girlguiding Clwyd Treasurer using an "Expenses Claim form - with float".

Alternatively expenses claimed after they have been incurred (following the notes laid out above) must be sent to the Girlguiding Clwyd Treasurer for reimbursement using an "Expenses Claim form - without float".

Each Advisor should submit details of expenses to the Girlguiding Clwyd Treasurer at least annually.

Girlguiding Clwyd claim forms:

Expenses Claim form - without float
 Expenses Claim form - with float
 International Travel Bursary Application
 GOLD Bursary Application
 I da Price Bursary Application
 BP Adventure Bursary Application
 Minibus Training Bursary Application
 Peer Educator T-shirt Application

All forms, policies and risk assessments can be downloaded from the Girlguiding Clwyd website, <http://www.girlguidingclwyd.org/>, enter the site and go to resources or contact the Girlguiding Clwyd Treasurer.