## Volunteer Expenses Policy 2012

- All expense payments should be based on actual expenses incurred on Ramblers business.
- Before incurring expenses, volunteers should check with the Treasurer that they are in line with the expenses policy of the Group.
- A claim form should be completed and given to the Treasurer (a claim form is available to use) giving details of the expenses claimed.
- Claim forms should be signed as authorised by the Treasurer.
- A balance should be maintained between submitting claims frequently enough to enable the group to maintain its cash flow, whilst avoiding making several small claims within a short time frame. In general, claims should be made within 3 months of the expense.
- Committee members / volunteers may claim for photocopying (5p per sheet), postage, telephone calls, travel to meetings.
- A mileage rate of 15p per mile should be used to calculate expenses for attending a meeting or recce-ing a walk.
- A cap of £15 per recce will be set for expenses to be paid out of the main account.
- Only one recce expense claim per route for each leader will be covered.
- For coach trips, recce expenses (if paid) should be factored into the price of a seat on the coach.
- For holidays (ie walks involving one or more overnight stops) contributions should be sought from trip participants if recce expenses are to be reimbursed.

We recognize that many volunteers do not claim for expenses and are very grateful for this as the Group has to be very careful with its limited funds. However, we wish to make it clear that we are happy to reimburse expenses if the above guidelines are followed. Members should not feel that they cannot lead a walk because of the costs involved.

It may be necessary to amend this policy if we have a large number of claims.

June 2012

Please refer to www.ramblers.org.uk/volunteer , FIN014 Volunteer expenses.

To make a claim please contact the Group Treasurer.