

Lower Wye Ramblers - Volunteer Expenses Policy

- All expense payments should be based on actual expenses (with the exception of mileage and photocopying/copying, see below) incurred on Ramblers business.
- Before incurring expenses, volunteers should check that they are in line with the Expenses Policy of the Group.
- A claim form should be completed and given to the Treasurer 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. Where possible, claims should be made within 3 months of the expense.
- Committee members/volunteers may claim for photocopying/printing (5p per sheet), postage, telephone calls, recceing walks and travel to meetings.
- A mileage rate of 28p per miles should be used to calculate expenses for attending a meeting or recceing a walk.
- Only one recce expense claim per route for each leader will be covered.
- For coach trips and social events, expenses (if paid) should be factored into the amount charged per person.
- 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 recognise that many volunteers do not claim for expenses and are very grateful for this. 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.

A claim form can be downloaded from the Download Area of our website.

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

This policy was agreed at the Lower Wye Ramblers committee meeting on 20 November 2014.