

1st Easingwold (Forest of Galtres) Scout Group Leaders & Helpers Expenses Policy

The Group Executive believes that as Leaders and helpers give freely and generously of their time the cost of Scouting for them should be minimised. This policy is written to give some guidance to Leaders and Helpers when claiming reimbursement from the Group.

Uniform

For new Warranted Leaders the Group will reimburse all reasonable uniform costs, excluding shoes, for one smart uniform (not activity dress). This will be paid after the leader has been warranted for 4 months.

For other leaders the group will pay for the reasonable upkeep, excluding shoes, of one smart uniform (not activity dress).

Activities/Camps

The Group will pay the whole of the cost for leaders and adult helpers attending activities and camps. The Group will also pay the whole of the cost for younger children attending with their, helping, parents and half the cost of older children who are attending with their, helping, parents and are themselves helping but who will gain some benefit from the activity being run. Any other children should be charged the full fee for the activity.

Incidental Expenses

Leaders should, if they wish, claim all their incidental expenses back through the group accounts. This include such items as; postage, envelopes, badges, activity materials, telephone calls etc.

Mileage

A mileage allowance is available at 40p per mile for all journeys done on the Group's behalf in a private vehicle. Please car-share where possible to reduce costs. It is the responsibility of the driver to ensure that the vehicle is properly insured for the purpose for which it is being used.

Claiming

Please send your completed and signed Expenses Claim Form to the Group Treasurer with all receipts attached.