

Leader & 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 uniformed adult leaders the Group will reimburse all reasonable uniform costs, excluding shoes, for one uniform (not activity dress) including a red jacket and Group polo or t-shirt. This will be paid after the leader has been warranted for 4 months.

For other adult leaders the group will pay for the reasonable upkeep, excluding shoes, of one uniform (not activity dress) including a red jacket and group polo or t-shirt.

Young Leaders will receive a red jacket on loan.

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, stipulating which section has incurred the expense. This includes such items as; postage, envelopes, badges, activity materials, telephone calls etc.

Photocopier/Printer/Scanner

The GSL, SL, CSL, BSL and Chair can be provided with a Photocopier/ Printer/ Scanner by the Group if they wish. Re-imburement for consumables, ink and paper, can be claimed for Group copying.

Mileage

A mileage allowance is available at 45p per mile for all journeys done on the Group's behalf in a private vehicle

Claiming

Claims should be made to the Group Treasurer. A claim form is available from the Group web site and should be used wherever possible. Claims must be made as soon as possible and no later than 2 months after expenditure.

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