



29th Enfield Scouts

Expenses Policy

Being a member of the the Scout Group Leadership and Executive Team can be expensive and the Group Executive believes that the Team should consist of the best people for the job not just those who can afford to do it. With this in mind the Group will reimburse for legitimate expenses incurred whilst fulfilling a Group role should the individual concerned wish to claim.

This policy is written to give some guidance to Team members when claiming as to what is appropriate.

Uniform The Group will provide all uniformed leaders with the following:

- One complete uniform top (shirt or blouse).
- A group scarf.

Incidental Expenses Team Members should, if they wish, claim all their incidental expenses back through the Group Treasurer or GSL, this includes such items as; postage, envelopes, badges, activity materials, telephone calls etc.

A mileage allowance is available at 40p per mile for all journeys undertaken on the Group's behalf in a private vehicle. When claiming please state destination and purpose of the journey. Long journeys must be pre-approved.

Claims should be made using the claim form using an [expenses claim form](#). Claims must be made within 3 months of expenditure.