Devon County Scout Council Travel Expenses Policy

It is accepted as a principle that cost should not be a deterrent to the effective execution of a volunteer appointment and that nobody should be excluded from participating in a role due to financial constraint.

Substantial claims will be reimbursed subject to maximum entitlements outlined below. All requests must be signed by the volunteer and by the budget holder.

It is the responsibility of the volunteer to ensure that they use the most cost-effective method of delivering their responsibilities.

Use of Private Vehicles

1. Before undertaking journeys by car, other means of transport should be considered if more cost / time effective.
2. The time available for the journey, the carriage of materials / equipment, the number of members undertaking the same journey, the practicality of other means of transport and the relative costs are all factors to consider. Out of county journeys should be authorised by the budget holder **before** the event.
3. Private petrol, diesel & hybrid car use will be reimbursed at the authorised HMRC rate (currently @ 55p per mile – for tax year 2026/2027).
4. Private fully electric car use will be reimbursed at the authorised HMRC rate (currently @ 7p per mile – for tax year 2025/2026).
5. Private Motorcycles use will be reimbursed at the authorised HMRC rate (currently @ 24p per mile – for tax year 2025/2026).
6. Mileage claims should state the date of the journey, mileage, journey description and project reference link.
7. Essential car parking charges will only be refunded with a valid ticket or receipt.
8. Parking fines will not be paid.
9. Ultra Low Emission Zone (ULEZ) and / or Congestion Charge (for relevant vehicles) will be reimbursed with a valid receipt.

Rail / Underground

1. The most cost-effective method should be used at all times.
2. Any upgrades are at your own expense.
3. Tickets / Receipts should always be produced.

Taxis

1. Taxi fares may be reclaimed when other methods of transport are not appropriate, taking account of costs, time and security restraints. They should be used sparingly. Receipts should always be produced.

Buses / Trams

1. The most cost-effective method should be used at all times.
2. Tickets / Receipts should always be produced.

<u>WHERE YOU CANNOT CLAIM</u>

Version	Date of last update	Written By	Authorised By
2	22/03/2025	Trustee Board	County Lead Volunteer & County Chair

There are very few circumstances where Devon County will not accept a valid claim for expenses when carrying out work on its behalf. However, it is not possible to claim for attendance at an event as a participant where a County is merely incidental e.g. attendance at a reunion, national recognition events.

Claims not made within three months of expenditure will only be settled in exceptional circumstances.

HOW TO CLAIM EXPENSES

1. Submit each item of expenditure on FreeAgent
2. Ensure that each item is appended to the correct category and "Project" (budget)
3. Upload receipts
4. County Admin to email Budget Holder for authorisation