



Pathfinders Camp

Expenses and Mileage

Charity: 1171466

Expenses and Mileage Policy

Who does it apply to?

This policy applies to all Pathfinders Camp volunteers who incur expenses in the course of their volunteering for and on behalf of Pathfinders Camp.

When does it apply?

The guidelines apply to the following:

- Travel and mileage allowances – when used solely for the purpose of Pathfinders Camp
- Parking costs incurred when driving on behalf of Pathfinders Camp
- Materials purchased for use in Pathfinders Camp training sessions, events or competitions
- Consumables purchased for the purposes of Food, Medical, Administration or Cleaning necessary to support the delivery of Pathfinders Camp training sessions, events or competitions
- Equipment purchased for the use in Pathfinders Camp training sessions, events or competitions

Mileage rates

You can claim mileage for any miles undertaken at the request of Pathfinders Camp (i.e. on behalf of Pathfinders Camp, not to attend training sessions/meetings). An example would be if you agree to use your personal vehicle to transport Pathfinders Camp members/instructors to a lifesaving competition.

The table below contains the mileage allowances payable:

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Claiming Expenses

All expenses claims must be accompanied by a fully completed expenses claim form which is available on request from the treasurer.

Receipts supplied to support expenses claims should be originals wherever possible.



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Expenses claims must be submitted to the treasurer.

Pathfinders Camp prefer to repay all expenses claims via BACS. If a cheque is required, this must be specifically asked for when submitting your expenses claim.

Expense Types

Car Parking

Car parking expenses will only be refunded if you provide the relevant parking tickets. Parking penalties/fines will not be reimbursed as it is your responsibility to ensure the correct ticket price is paid. Only Pathfinders Camp-related parking expenses will be paid. Claims for car parking must be accompanied by a fully completed expenses claim form.

Activities

A pre-paid card is available for the purchase of the primary materials for Activities during camp. This card is managed by the Activities Leader. If expenses are incurred that cannot be paid for using the pre-paid card, these will be reimbursed when accompanied by the relevant receipts and a fully completed expenses claim form.

Food/Cleaning Supplies

A pre-paid card is available for the purchase of all food and cleaning supplies for use during camp. This card is managed by the quartermaster. If expenses are incurred that cannot be paid for using the pre-paid card, these will be reimbursed when accompanied by the relevant receipts and a fully completed expenses claim form.

Medical Supplies/Lifesaving Equipment

Any costs incurred for medical supplies will be reimbursed when accompanied by the relevant receipts and a fully completed expenses claim form.

Administration

Any costs incurred for the purposes of administration in relation to the ongoing running of camp, for example postage, printing, paper supplies, will be reimbursed when accompanied by the relevant receipts and a fully completed expenses claim form.

Reviewer: Jo Fulford

Reviewer: Dave Grosvenor

Role: Trustee & Treasurer

Role: Trustee

Date: 16th February 2023

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