# Expenses and Travel Policy for Volunteers

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## Contents



## Version Control

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| 1.0 | Jun 2014 | CEO | Board | Document created |
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## 1.1 Aim of this policy

The aim of this policy is to inform you about when we will reimburse expenses and the procedure you should follow to claim your expenses.

This policy is applicable to Scottish Curling volunteers, as outlined in Appendix 1, when on official business.

## 1.2 Expenses

We will reimburse you for out of pocket expenses reasonably and properly incurred in the course of your voluntary work subject to the terms of this policy (as amended from time to time).

Any special ad hoc arrangements made to suit particular circumstances will not be considered to set any form of precedent.

Any attempt to claim expenses fraudulently or in breach of this policy may result in disciplinary action under our Disciplinary Policy. Expenses that are found to be fraudulent or contrary to this policy (and paid in error) will be recovered from the individual.

## 1.3 Expenses procedure

In order to claim reimbursement for expenses, you must:

- Complete an expenses claim form, available from accounts@scottishcurling.org, in respect of expenses after each trip or on a monthly basis;
- Print and sign the completed form;
- Attach the relevant receipts (preferably VAT receipts); and
- Have the form approved by your agreed Scottish Curling employee

## 1.4 Travel and business mileage

We will reimburse the reasonable cost of necessary travel in connection with our instructions to allow you to carry out the voluntary work instructed. You must use the most economic means of travel.

**Trains:** We will reimburse the cost of standard class travel on submission of a receipt in line with the expense's procedure at 1.3 above.

**Taxi:** We do not expect you to take a taxi if public transport is available, unless it is cost effective to do so, due to a significant saving of journey time or the number of volunteers travelling together. You must obtain a receipt and submit this in line with the expenses procedure at 1.3 above.

**Air travel:** If it is necessary for you to travel by plane in the course of your voluntary duties, you must obtain authorisation in advance for your specific travel arrangements and the cost of these from your Scottish Curling contact.

**Car and business mileage:** If it is cost effective for you to use your car for travel, and you have been authorised in advance to do so you may claim a mileage allowance on proof of mileage. You can also claim for any necessary parking costs, if these are supported by a receipt or the display ticket. Volunteers may claim mileage expenses for journeys undertaken in connection with their volunteering duties, up to a maximum of 250 miles for the total return journey. Mileage beyond this limit will not be reimbursed. Mileage will be reimbursed at 45p per mile.

When making a claim for mileage for a journey undertaken, you must provide full details of each journey undertaken. These include the departure point, each place visited, the business purpose and the miles travelled. You must show mileage on not less than a daily basis. It is not acceptable to cumulate mileage over the period of the claim. Records must be sufficiently precise to enable a check to be made on the mileage calculation.

Travel expenses also include travel to and from competition venues when on official business.

## 1.5 Accommodation and overnight expenses

If it is necessary for you to stay away overnight in the course of your voluntary duties, you must obtain authorisation in advance for your specific arrangements and the cost of these from your Scottish Curling contact. Accommodation will usually be subject to an upper limit per night of £85. We will reimburse your reasonable out-of-pocket expenses for overnight stays provided they are supported by receipts and submitted in line with the expenses procedure at 1.3 above, subject to the following limits:

- Breakfast (where not included within hotel price) up to a maximum of £6 per day;
- Lunch [including non-alcoholic drinks only] up to a maximum of £10 per day;
- Evening meal [including non-alcoholic drinks only] up to a maximum of £15 per day.

## Appendix 1

This policy is applicable to volunteers on **official** Scottish Curling business:

- Directors of the RCCC
- All office–bearers of the RCCC including Ladies Branch office-bearers but not members of the ASC or LSC unless, by prior agreement with the CEO, they are directly substituting for an office-bearer.
- Umpires on official business
- Timers if asked to time away from their normal rink.
- Coaches, if specifically requested by the Academy Manager, to undertake official business

All volunteers claiming expenses should make all attempts to minimise the cost of the claim including minimising travel and accommodation costs.