

Volunteer Expenses

Ramblers is a charitable organisation achieving its objectives mainly through its members who volunteer their time. Ramblers recognises that many volunteers do not claim for every expense that they incur and is grateful for this additional generosity. Nevertheless, the claiming of expenses is not discouraged. Re-imbusement of expenses is accepted and welcomed.

Guidelines regarding volunteer expenses are set out in "Guidance for Treasurers" but beyond that Ramblers has delegated the setting of policies and rates of re-imbusement to Areas and Groups. For that reason, it is appropriate that the Blackheath Group formulate some guidelines regarding reimbursements of members' expenses. Travel costs to walks are not reimbursable.

Committee Members

Committee members may claim the cost of photocopying or printing at their home at the rate of 5p per sheet. Postage, photocopying at newsagents, travel to meetings and telephone calls may be claimed at actual cost incurred. The cost of stationery for printing and posting the Walks Programme is reimbursed at actual cost. The purchase of refreshments for the AGM will be reimbursed at actual cost.

Members

The most frequent expense to be reimbursed will be for 'recce-ing' walks. Ramblers reminds its members "that Areas and Groups organise about 28,000 walks per year, each led by a volunteer walks leader. To ensure that these walks are safe, walks leaders often carry out a pre-walk recce, for which they may incur out-of-pocket expenses. Although Ramblers would like to be able to reimburse all such expenses sufficient funds are not available for this to happen. In practice, the vast majority of our walks leaders do not claim any expenses incurred in carry out pre-walk recces, and we are very grateful for this."

Blackheath Group, where a walks' leader may not be able to afford to pay their own recce expenses, is prepared to reimburse the actual cost incurred in recce-ing a walk up to a maximum of £20 per walk per leader. (i.e., two persons (leaders) together on the same day and only one recce permitted.) If a car is used for a recce then only the cost of fuel & parking costs will be reimbursed.

Coach Trips and Holidays

The cost of recce-ing and any accommodation claimed by the leader(s) is to be factored into the contributions from the participants so no cost is borne by Ramblers.

Claiming Expenses

Claims must be made in writing and submitted with supporting documents where possible to the Hon Treasurer within 3 months of the expense having been incurred. Although there is a "Volunteer Expenses Form" on the Ramblers website that can be used, provided the following information for each item is given, the claim may be in any format. Name of claimant; Date of claim; Date expense incurred; Nature and purpose of expense; Date of recce and the date of the programmed walk: If two fares are claimed, name of member; and, the total of the claim.

Items of expenditure exceeding £100 require prior approval by the Committee.

Committee Approval

Such other costs & expenses and/or exceptions to the expenses guidelines as may be required from time to time shall be subject to approval by the committee.