



GUIDELINES FOR REIMBURSEMENT OF VOLUNTEER EXPENSES

Until now, there have been no clear guidelines on what is an acceptable reimbursement of Scout related expenses for uniform members attached to Branch formations.

Some members claim for expenses, some do not. Those who claim apply different interpretations.

Quoting from a paper prepared in March 1991 by the then General Secretary, Ian Downing:

“Baden-Powell made early pronouncements about the undesirability of leaders being paid. He had no private means, and after his army days he devoted himself full time to Scouting. He depended on his writings for income”.

“From its beginnings, the Scout Movement was a “voluntary” one as far as its workers with youth were concerned. That is clear. What is not so clear is the extent to which it was, is, or should be a “voluntary” Movement when we come to the operational, administrative and logistical echelons behind the youth training units”.

The following guidelines are proposed bearing in mind the ‘volunteer’ nature of uniform positions balanced against the ‘cost of daily life’.

Branch Registration and Training Expenses

- Branch registration and training course expenses will be paid directly by Branch or any relevant Activity Unit.
- Training costs associated with courses not normally the domain of the position will need prior approval from the cost centre manager before any commitment is made.

Phone Expenses

- Land line fixed fees or mobile phone plan expenses will not be reimbursed.
- Phone calls made on scouting business are available to be reimbursed.

Internet Expenses

- As the internet is used as a family resource, in general internet expenses will not be reimbursed. If a specific internet installation has been provided by Scouts Victoria, this paragraph will not apply.

Interstate visits

A. AIR FARES

- Air fares should be booked through the Secretariat and will be paid by Branch.
- Airport parking fees will be reimbursed. Please ensure that you opt for the cheapest form of airport parking. Valet parking will not be reimbursed in any circumstance.

B. ACCOMMODATION COSTS

- Accommodation costs for National events will be notified to Branch from National and will be paid by Branch.
- Other accommodation for scout related travel will be reimbursed but must be agreed prior to travel with the budget cost centre owner.

C. OTHER FARES

- Interstate transport costs such as train / taxi fares will be reimbursed, but must be accompanied by a tax invoice.

D. INCIDENTALS

- Incidental costs such as mini bar charges will not be reimbursed.
- Costs for meals are deemed to be of a private nature and will not be reimbursed.

Fuel expenses

- It is considered reasonable that a leader be expected to meet his or her own fuel costs.
- Travel of up to 100km on a round trip will not be considered for reimbursement.
- In circumstances where costs are incurred for essential travel on Scout related business beyond a 100km radius of the leader's usual place of residence, then expenses for total km travelled will be considered for reimbursement.
- Justification of any trip i.e. from / to / km travelled details as well as a fuel voucher will need to be submitted on the reimbursement application
- Submitted fuel costs will be reimbursed at the rate of 20 cents per kilometre

Accommodation Costs within Victoria

- Country accommodation in a public venue will be reimbursed if the overnight stay is the only available option.
- General conditions that apply to Interstate visits also apply here.

Personal Expenses

Personal out of pocket expenses will not be reimbursed.

Parking and traffic Infringement Fines

Fines such as these are self-incurred and the responsibility of the individuals to pay. Such expenses will not be reimbursed².

Budget Implications

- In general terms, the owner of a budget cost centre has the ability to authorise their own expenditure within the budget limits.
- Those who do not 'own' a budget, for example an ABC, must have the authorisation of the 'owner' for reimbursements to be made.
- Budget limits will be imposed. Generally speaking, a budget 'owner' has the ability to spend up to the budget limit and not beyond without reference to the Finance Committee of the BEC.

Exceptional circumstances

If there are exceptional circumstances which may differ from the guidelines these can be discussed with the budget owner.

How to claim expenses

A reimbursement form is available from <http://www.vicscouts.com.au/info-and-forms/finance-forms>

All reimbursements must be accompanied by tax invoices.

Conclusion

These guidelines are provided to ensure that the money we hold in trust on behalf of our youth members is spent wisely. The guidelines are not intended to disallow reimbursements, but are intended to provide guidance on the sensible use of our scarce resources.

| Version | Changes Made |
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| 1 | Initial Version Adopted by the BEC Remuneration Sub-Committee February 2011 |
| 2 | Petrol reimbursement amount altered Parking and traffic infringement section added Amended by the BEC Remuneration Sub-Committee – March 2011 |
| 3 | Petrol reimbursement amount altered – October 2013 by the Executive Manager |