

Expenses claims (1.08 v05)

Summary

This document describes the procedure for claiming expenses from Berkshire County Scout Council.

Note

Payment of invoices and expenses are made on the first and third Tuesdays of each month. There is provision to make urgent payments when necessary.

Expenses claims procedure

1. Expenses must be authorised by the budget holder prior to incurring the expenses (except where is this not practicable for minor out of pocket expenses totalling less than £20).
2. In addition to budget holders agreeing to expenses by direct communications, expenses which will be incurred in participation in a County Meeting listed in the County Diary on www.berkshirescouts.org.uk are automatically authorised as is the case for personalised invitations to such Meetings.
3. To obtain prior authorisation members and others should seek advice from their budget holder. Any member of the County Team, including team members for specific events who are not members of the County Scout Council, must obtain specific authorisation from the budget holder prior to incurring any expenses.
4. All application for reimbursement of expenses must be made on the expenses form which can be downloaded from the Berkshire Scouts website.
5. Budget holders (and line managers if delegated) must enter the budget line reference on the expenses claims form for all spending and claims.
6. Receipts must be obtained wherever is reasonably possible and submitted for all expenditure claimed with the exception of mileage.
7. All expenses claims must be countersigned/approved by the budget holder (or line manager if delegated) before payment can be made. Approval can be made separately by email.
8. The expense claims with attached receipts and budget codes must be sent to the County Treasurer via the County Office (details below). Scanned copies can be sent direct to accounts@berkshirescouts.org.uk
9. The CEC regularly reviews expenses claims and the supporting evidence.

Note: Expenses claims that fall under more than one budget holder can be appear on a single expenses claims form providing the appropriate budget line references are completed and that the secondary claim is less than £100. Claims above £100 must be made on separate claims form and authorised by the primary budget holder.

Other relevant procedures

Purchase card procedure (1.04)

Purchasing policy (1.05)

Last modified **15 December 2015**