

Berkshire County Scout Council

Procedures

Expenses Claims (1.08 v06)

Summary

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

Note:

Payments of invoices and expenses are made on a weekly basis. 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. All applications for reimbursement of expenses must be made on the expenses form which can be downloaded from the [Berkshire Scouts website](#).
4. Budget holders (and line managers if delegated) must ensure all expenditure is allocated against the appropriate budget line when approving all spending and claims.
5. Receipts must be obtained wherever is reasonably possible and submitted for all expenditure claimed with the exception of mileage.
6. 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.
7. The expense claims with attached receipts and budget codes must be sent to the County Administrator. Scanned copies can be sent directly to countyadmin@berkshirescouts.org.uk.

Note:

Expense claims that fall under more than one budget holder can be appear on a single expenses claim 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 (1.03)

Purchasing policy (1.05)

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