

Lincoln Scouts Expenses Policy

1. Purpose

This policy outlines the procedures for claiming expenses incurred by volunteers and members of Lincoln District Scouts in connection with approved Scouting activities. The aim is to ensure transparency, accountability, and consistency across all expense claims.

2. General Principles

- Lincoln Scouts is committed to reimbursing reasonable and necessary expenses incurred in the course of Scouting activities.
 - All expenses must be pre-approved in accordance with this policy.
 - Expense claims must be supported by valid receipts and submitted through the appropriate platform.
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3. Event and Activity Expenses

- All expenses associated with individual events or activities must be included in the event's initial budget.
 - These expenses must be costed into the event plan and approved *before* the expense is incurred.
 - Approval is required from both the **line manager** and the **event or team leader**.
 - Any claims submitted without prior approval may not be reimbursed.
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4. Claiming District Expenses

- All District members will have access when requested to an Equals pre-payment card. This is the preferred method of expenditure. A separate Pre-payment card policy prescribes the method of usage
 - Any other expense claims relating to district-level activities must be submitted through the **Xero accounting platform**. This relates to mileage claims (at a rate of 30p per mile) and any purchases made that have not been processed through Equals Cards
 - Volunteers or staff members requiring access to Xero must request it by contacting:
✉ treasurer@lincolnscouts.org.uk
 - Claims must include:
 - A clear description of the expense
 - The date of the activity or event
 - Receipts or other valid proof of purchase
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5. Timelines

- Expense claims should be submitted as soon as possible and no later than **30 days** after the expense was incurred.
 - Delays in submission may result in non-reimbursement unless previously agreed.
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6. Pre-Approving & Rejecting Expenses

- All district members will be subject to a pre approved level of expenditure. By default this will be a limit of £100 per month. Limits can be raised through requests to the District Treasurer, confirmed by the Teams relevant Line Manager.
- Any expenses above £500, must be approved by the Line Manager and the board of Trustees, unless the expenditure has already been passed by the Trustees by way of the

District budget. In which case the Line Manager & District Treasurer will authorise a limit increase. Limits will be immediately reduced after requested expense has been met

- Lincoln District Scouts reserves the right to reject any claim that is:
 - Not pre-approved
 - Lacking appropriate documentation
 - Deemed unreasonable or excessive
 - In such cases, the claimant will be notified with the reason for non-reimbursement.
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7. Failure To adhere to Lincoln District policies

- If any of the Expenses policies are breached, on the first occasion advice will be given to avoid further breaches
 - On the second breach, financial responsibilities will be suspended from the relevant District Member until a further review has taken by the District Trustees
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8. Review and Updates

This policy will be reviewed annually or as necessary to ensure it remains current and effective.

Contact for Queries:

For any questions regarding this policy or expense claims, please contact the Treasurer at treasurer@lincolnscouts.org.uk.

LDS Team	Line Manager for Expenditure above £100	Above £500
Activity Teams	Jamie Wood	Trustees
Leadership Teams	Lee Evans	Trustees
Support/Event Teams	Matthew McGuire	Trustees
Explorer Units	Hannah Mountain & Lee Evans	Trustees
Campsites	Lee Evans	Trustees