

# EXPENSES POLICY

## COMMISSIONERS AND COUNTY LEAD VOLUNTEERS



**IN THE COURSE OF CARRYING OUT THE DUTIES OF YOUR APPOINTMENT,  
YOU WILL ENCOUNTER EXPENSES**

**THIS LEAFLET EXPLAINS WHAT CAN BE CLAIMED AND FROM WHERE**



### **Claim from district**

- Travel expenses to attend district meetings, events, trainings & socials or on behalf of the district
- District appointment holders:
  - Postage
  - Photocopying
  - Stationery
  - Essential Guiding resources
  - Other reasonable expenses
- If attending a region organised meeting then expenses should be claimed from region.

### **Claim from division**

- Travel expenses to attend division meetings, events, trainings & socials or on behalf of the division
- Division appointment holders:
  - Postage
  - Photocopying
  - Stationery
  - Essential Guiding resources
  - Other reasonable expenses

### **Claim from county**

- Travel expenses to attend county meetings, events, trainings & socials or on behalf of the county
- County appointment holders:
  - Postage
  - Photocopying
  - Stationery
  - Essential Guiding resources
  - Other reasonable expenses

Mileage Rates: cars 55p / motorcycles 24p / cycles 20p per mile

Commissioners are given an annual grant of £80 towards uniform, etc

*N.B. trainers have a separate expense policy*

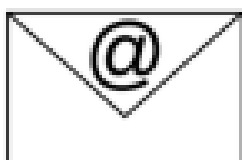
[girlguidinghertfordshire.org.uk](http://girlguidinghertfordshire.org.uk)

# MAKING YOUR CLAIM



**1) Collect your receipts**

**2) Download a form: [girlguidinghertfordshire.org.uk/about-us/resources](http://girlguidinghertfordshire.org.uk/about-us/resources)**



**Email**

Scan receipts and form and email to  
[ctreasurer@girlguidinghertfordshire.org.uk](mailto:ctreasurer@girlguidinghertfordshire.org.uk)



**Post**

Send by post to Girlguiding Hertfordshire, c/o  
Hertfordshire Guide Centre, Cottered,  
Buntingford, Herts, SG9 9QP

Division commissioners and those with county roles can use the [online mileage claim form](#) to claim for up to 5 trips, related to county matters, at a time. If you are claiming for more than 5 trips in one go please use the expenses claim form.

**You are encouraged to claim your expenses, however should you not wish to do this, please consider donating your expenses to either Girlguiding Hertfordshire or Hertfordshire Guide Centre (Cottered). Please note this on your expense form.**

If you have any queries about your claim, please contact  
[ctreasurer@girlguidinghertfordshire.org.uk](mailto:ctreasurer@girlguidinghertfordshire.org.uk)

or

[admin@girlguidinghertfordshire.org.uk](mailto:admin@girlguidinghertfordshire.org.uk)