

Own Vehicle Use and Mileage Expenses Policy

This policy is designed to cover the specific matter of own vehicle use and reimbursement of costs associated with the use of that vehicle in carrying out activities on behalf of the Scout Group.

The general principle related to expenses is that no person should obtain a benefit from expenses payments, yet should be reimbursed for actual costs, which otherwise would not have been incurred, are reasonable and are incurred wholly, exclusively and necessarily for the carrying out of an activity in relation to delivery of Scouting across Oxted and Hurst Green.

As part of this, the topic of use of a personal vehicle by the trustee board, leaders, helpers and others is less straightforward as there is often not a specific expense or receipt related to costs incurred and many of the costs related to having a personal vehicle would have been incurred irrespective of any scouting activities.

Travel by personal vehicle

It is the individual's responsibility to ensure that a personal vehicle is suitably insured, maintained and taxed with respect to any usage related to Scouting activities. With regard to costs, the general principle is that claims for costs incurred in respect an individual's own use of a personal vehicle for Scouting purposes should not be subject to expense claims as a matter of course.

However, it is recognised that there may be circumstances where it is appropriate for an expense claim to be made. The Group's policy is:

- Private car fuel costs may be claimed when incurred in travelling **more than** 20 miles (round trip) on Scout Group related activities, at the rates set out below:
 - 45p per mile for first 50 miles (including the first 20 miles); and
 - 25p per mile for all miles thereafter.

By way of examples, situations where a mileage claim may be made include, but are not limited to:

- A leader attending a necessary or valid training course that is not run locally;
- Use of a personal vehicle as part of running an activity more than 10 miles from Oxted or Hurst Green;
- Use of a personal vehicle as part of a leader attending a Camp;
- Undertaking an activity to support another Scout Group, East Surrey District or another part of Scouting.

In addition, to the extent that an individual faces financial hardship, the Group will consider reimbursement of costs for local mileage if such reimbursement would enable the individual to fulfil their scouting responsibilities.

Mileage costs incurred by others on 1st Oxted business

In certain circumstances a member of Scouting from another Group or District may use a personal vehicle solely in connection with supporting a matter specific to 1st Oxted business, such as providing a training event or acting as a qualified leader or permit holder (eg. Kayaking). In such a scenario, the mileage does not need to be in excess of 20 miles, so a claim may be made for all mileage incurred.

Vehicles hired specifically for use by the Group

Fuel costs or other costs related to vehicles hired specifically for use by the Group, such as kit vans, will be reimbursed in full as a normal expense, so are outside of this specific policy.

Policy adoption

This version of Expenses Policy related to Own Vehicle Use and Mileage was re-adopted at a meeting of the Trustee Board on 11 December 2024.