

SOUTH BANK RAMBLERS - VOLUNTEER EXPENSES

The South Bank Committee agreed in October 2011 upon payment of specific volunteer expenses based upon the guidance provided in the manual issued by the Ramblers Association HQ: Guidance for Treasurers.

However the SBRA Committee's agreement covers the following specific expenses only and these should be made on the volunteer expenses form:

Travel expenses

Car mileage 45 pence per mile paid to Committee members for attending Committee meetings or other Committee business elsewhere i.e. AGMs

Rail/bus fares reimbursed, upon evidence of payment, paid by Committee members to attend Committee meetings or other Committee business elsewhere i.e. AGMs

Printing rates

Home printing by Committee members 8 pence per A4 single-sided black and white sheet, 12p per A4 duplex black and white sheet, 15p per A4 single-sided coloured sheet; other costs e.g. printer cartridges not paid unless by prior agreement.

Stationery general

Other stationery bought for Committee business e.g. envelopes, labels, will be reimbursed upon evidence of payment and usually this entails a detailed invoice.

Walk expenses

It was agreed that in exceptional circumstances, unexpected emergency costs incurred by a Walks Leader during a walk may be reimbursed. Examples might be an emergency taxi, first aid kit; or an OS map damaged by an animal. It is anticipated that such expenses would be rare but the Committee would consider reimbursement upon evidence of payment and/or loss in exceptional circumstances.

Miscellaneous expenses

Any other expenses incurred by SBRA Committee members would need prior approval from the Treasurer/Chairperson if reimbursement is to be considered.

These expenses will be reviewed annually by the SBRA Committee.

Payment method

Payment is normally online or by cheque. Food expenses at the AGM may be paid in cash if donations collected on the day allow. We aim to make online payments within 5 working days. However, this cannot be guaranteed because the treasurer has to submit the payment and another committee member has to authorise it so the necessary contact may not be possible within the required time limit.

Note: the above policy was last reviewed and confirmed at the South Bank Committee meeting held on 16 January 2023. It was agreed that it would next be reviewed in **Jan 2025**, unless there are changes to Ramblers' guidance in the meantime.