

## **4.2 - REIMBURSEMENT OF EXPENSES**

There are inevitable expenses incurred by Leaders and non-uniformed members in carrying out their duties in Scouting, as there are in any form of voluntary community service.

It is reasonable to expect that some of these expenses will be met by the individual as part of his or her service. There are other expenses which it is reasonable to meet from Association funds, although it should be borne in mind that some individuals may nevertheless wish to meet them personally.

It is difficult, and in any case undesirable, to lay down rigid rules for the reimbursement of expenses as circumstances alter cases.

However, the following points should provide a reasonably clear guide and cover most circumstances.

1. Travelling expenses for the use of a vehicle, petrol, fares, etc., may be paid only where the demands are so extensive that the expense of travel is an unreasonable burden on the individual.
2. Fees for Adult Leader Training of Basic and Advanced Levels and other mandatory courses are normally accepted as a responsibility of the committee concerned. When ACT Branch courses are not available fares for long distance travel to these courses may also be paid on the recommendation of the ACT Commissioner for the Region or Chief Commissioner.
3. Fees and fares for additional training courses should normally be met by the individual unless the Group Leader, ACT Commissioner for the Region or Chief Commissioner has identified a particular need for such training.
4. The cost of attending conferences and functions of a generally training nature may be met, or subsidised, by the committee concerned.
5. Fees and travelling expenses of both Leaders and Youth Members to attend Jamborees and other National, Branch, Region or District events are often subsidised by Groups. In keeping with the self-help principle of Scouting, and to avoid too wide a discrepancy in practice throughout the Branch, it is undesirable for this subsidy to exceed 50% of the cost. There will, however, be individual cases of special need from time to time where Groups will wish to provide a higher rate of subsidy, up to 100%.
6. Leaders and non-uniformed members should be reimbursed for the cost of telephone, postal and other like communication expenses for the organisation and running of special functions.
7. In special circumstances, assistance or allowances to Leaders for the purchase of uniform is permitted but any compensation in this regard should be in keeping with the spirit and nature of voluntary service.
8. "Entertainment expenses" for individual Leaders or non-uniformed officers is quite out of keeping with the traditions of Scouting.
9. Registration fees for Leaders (including Youth Member Instructors/Helpers) are the responsibility of the Group in which they are serving.
10. In the context of this statement subsidy means money provided from Group funds as distinct from money contributed or earned directly by the individual concerned.

If Group Committees or Region Executive Committees are in doubt in particular cases, advice should be sought from the ACT Commissioner for their Region or the Chief Commissioner.

## AUTHORITY

This Policy Statement was approved by the Branch Executive Committee on 15 September 1982 and revised on 24 October 1990 and 28 May 1997.