

Manchester & High Peak Area Expenses Policy

Terms of Reference

This policy only applies to the Manchester & High Peak Area expenses. This does not apply to the Ramblers groups expenses within the Manchester & High Peak.

This policy is consistent with the expenses guidance (FIN014) provided by the Ramblers nationally.

What can I claim for?

Expenses should be claimed from the Manchester & High Peak Area by Area committee member and volunteers, where the expenses are wholly, exclusively and necessarily incurred for Area activities which further the Ramblers' charitable aims.

Expenses Rates

The Area would like to promote the use of public transport, cycling or walking for Rambler's activities over travelling by car, however the Area committee recognize in some cases claimants will need to travel by car. In this case the claimant can claim 28p per mile. This is consistent with the Rambler's national policy.

If printing is required and the claimant uses their own paper and hardware, they can claim 5p per sheet.

Milage and printing claims do not need a receipt to be provided.

These rates will be reviewed annually at the Area AGM.

Submitting an Expense & Approval

The following process should be followed for claiming an expense:

- If the claim is being made for restricted funds – typically footpath improvements – this should be approved by Area Exec Committee before there is any goods or services are purchased.
- If the claim is greater than £50, this should be approved in advance by the Area Treasurer.

- An expenses form should be completed electronically and sent to the Area Treasurer. Supporting receipts should be scanned for all the expenditure items (except milage and printing) and sent with the Expenses Form* by email.
- Expenses should be claimed within 3 months of the expense being incurred.
- The expenses form will be reviewed and approved by the Area Treasurer. If the Area Treasurer has any queries relating to the expenditure claim they will query it directly with the claimant.
- If there is a claim without a receipt (including milage and printing) or the expenses are claimed after 3 months of being incurred, this will need to be approved by the Area Chair.
- The Area Treasurer will confirm with the claimant the account details to make the payment to.
- All payments will be made by BACS transfer to the claimant's bank account.

* Available from the Publications page of the Area website -

<https://www.manchester-ramblers.org.uk/pubs.php>