



Irish Girl Guides Expenses Policy

Effective from: October 2020

Designated person responsible: Finance Committee

Overall responsibility: IGG's Executive committee

Version: December 2020

To be reviewed: December 2023

Irish Girl Guides Expenses Policy

Irish Girl Guides will reimburse volunteers and staff for allowable receipted expenses, which are incurred wholly, necessarily and exclusively whilst on IGG business. All travel and subsistence expenses incurred in the performance of IGG business will be paid in accordance with rates approved by the Executive Committee.

For All Expenses

- Before any expense is incurred, volunteers and staff must consider the most cost-effective method of incurring that expense. They should also consider whether the expenditure represents good value for money.
- Receipts must be provided for all expenses incurred.

For Unit Leaders' Expenses

Leaders' out-of-pocket expenses that are connected with Guiding activities should be refunded from Unit funds upon the production of a receipt and recorded on the appropriate worksheet of the accounts package. This includes items bought for programme activities, costs involved in attending training, Leaders' annual IGG membership fees or costs involved for childcare provision or carer support in order to allow a Leader to attend a Unit and agreed by the Unit's leadership team.

For Committee Members, Trainers and Commissioners

All expenses must be agreed in advance with the Committee Chair/Event Organiser, District, Area or Regional Team as per the committee or event budget.

For Committee Chairs and Regional Commissioners, please refer to the Expenses Summary appendix in the *Financial Policy and Procedures manual*, which outlines permissible expenses e.g. contribution to monthly phone/internet, uniform allowance, event and membership fees.

For Staff

National Office Staff: Staff members will be reimbursed for expenses incurred in the necessary performance of their duties on behalf of IGG. Expenses are only paid on provision of a receipt and should be approved by the appropriate line manager in advance.

Regional Development Officers: RDOs will be reimbursed for expenses incurred in the necessary performance of their duties on behalf of IGG. All claims relating to employment expenses are forwarded to National Office; all expenses relating to programme or events in the Region are forwarded to the Regional Treasurer. All regional expenses should be approved by the Regional Commissioner and/or Regional Treasurer in advance.

Staff attending Guiding events in their staff role are not charged event fees. As many staff also volunteer in IGG, it is important that their role is clarified before the event so appropriate charge / reimbursement can occur e.g. staff and volunteers sharing cars travelling to events.

For Travel and Event Fees

IGG refunds volunteers for travel expenses for attendance at meetings and events in Ireland, outside of one's own meeting place, on the submission of an IGG Travel Expense

form with appropriate receipts e.g. bus ticket, toll receipt. The rate per km/mile is stated on the form and the most economical form of transport should be used where possible.

For International Travel and Events

When a volunteer or staff member attends an international event representing the organisation, the payment of expenses are agreed in advance with the International Commissioner/relevant staff member.

For Other Travel-Related Expenses

Subsistence allowance is an additional expense incurred if the person travelling fulfils the following criteria:

- travelling to a National Committee meeting
- travelling from places over 160 km (100 miles) away from the meeting place

This is claimed on the travel expenses form.