



**Company Limited by Guarantee**

## **IGG Expenses Policy**

Effective from: October 2020

Designated person responsible: Finance Committee

Overall responsibility: IGG CLG's the Board  
(Executive committee)

Version: December 2023

To be reviewed: December 2026

## Irish Girl Guides CLG Expenses Policy

### Policy Statement

Irish Girl Guides (IGG) 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 Board (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.
- Refer to the IGG CLG Procurement Policy for large expenditure.

### For Unit Expenses

Unit income is derived from fees received from youth members and grants received directly by the Unit. Each Unit Leadership Team has a responsibility to consider how these funds are spent and should be used appropriately.

Leaders' annual IGG membership fees may be paid from Unit funds. Some Units may agree to pay for Leader Uniforms from Unit funds, as agreed by the Unit Leadership team.

Leaders' out-of-pocket expenses that relate to 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; mileage for Unit events or costs involved for childcare provision or carer support 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 table in the *Finance manual*, which outlines permissible expenses e.g., contribution to monthly phone/internet, uniform allowance, event, and membership fees. When claiming expenses using the IGG Online claim form, all national volunteers must use their IGG email address to facilitate use of the automatic approval system.

### 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, programme or event expenses are forwarded to the National Office; and these are approved by the Regional Commissioner.

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 the online IGG Travel Expense form with appropriate receipts e.g., bus ticket, toll receipt. This is available on the IGG website.

**For International Travel and Events**

When a volunteer or staff member attends an international event representing the organisation, the payment of expenses is 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 both of 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.

**Non-Travel Related Expenses**

Expenses related to programme materials, training equipment etc. are submitted through the online IGG Expenses (Non-Travel) form that is available on the IGG website.

Receipts must be attached for all expenses.

**Approval of Expense Form**

IGG have a system in place for approval of all expenses submitted. Approval by two members is required for each expense. This is automated through the IGG online forms. (Appendix 1 – Approval structure)

**Time Limit**

All expenses must be submitted within three months of the activity or event. Expenses incurred at the end of the financial year should be submitted for payment in that year.

Appendix 1:

**Expenses Form Approval Flow - two approvals needed.**

<b>NB only two approvals needed Expense Type/Origin of Expense</b>	<b>First person to approve (name and email address) <i>Committee Treasurer</i></b>	<b>Second person to approve (name and email address) <i>Chairperson</i></b>	<b>Final approval before going to Naomi (name and email address)</b>
Senior Branch	sb.treasurer@irishgirlguides.ie	senior.branch@irishgirlguides.ie	Pandt.treasurer@irishgirlguides.ie
Guide Branch	gb.treasurer@irishgirlguides.ie	guide.branch@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
Brownie Branch	bb.treasurer@irishgirlguides.ie	brownie.branch@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
Ladybird Branch	lb.treasurer@irishgirlguides.ie	ladybird.branch@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
Comms Committee	cc.treasurer@irishgirlguides.ie	communications.chair@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
International Committee	ic.treasurer@irishgirlguides.ie	international@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
P&T Committee	pandt.treasurer@irishgirlguides.ie	pandt@irishgirlguides.ie	NationalTreasurer@irishgirlguides.ie
Governance Committee	governance@irishgirlguides.ie	operations.manager@irishgirlguides.ie	NationalTreasurer@irishgirlguides.ie
The Board (Exec com) *	NationalTreasurer@irishgirlguides.ie	chief.commissioner@irishgirlguides.ie	ceo@irishgirlguides.ie
ATOC	atoc.treasurer@irishgirlguides.ie	atoc@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
MEDI	Medi.treasurer@irishgirlguides.ie	medi@irishgirlguides.ie	pandt.treasurer@irishgirlguides.ie
Finance	NationalTreasurer@irishgirlguides.ie	finance.chair@irishgirlguides.ie	chief.commissioner@irishgirlguides.ie
Eastern Region	er.treasurer@irishgirlguides.ie	eregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
South East Region	se.treasurer@irishgirlguides.ie	seregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
South West Region	sw.treasurer@irishgirlguides.ie	swregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
Mid-West Region	mw.treasurer@irishgirlguides.ie	mwregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
West Central Midlands Region	wcm.treasurer@irishgirlguides.ie	wcmregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
North West Region	nw.treasurer@irishgirlguides.ie	nwregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie
North East Region	ne.treasurer@irishgirlguides.ie	neregcom@irishgirlguides.ie	Finance.chair@irishgirlguides.ie

- HR & Remuneration and Regional Commissioners Council follow same approval process as the Board