



SSAGO
Student Scout and
Guide Organisation

POLICY DOCUMENT:

**EXECUTIVE COMMITTEE EXPENSE
ALLOWANCES
(Nov 2008)**

POLICY DOCUMENT

1 Personal Expenses

The following areas are accepted as reasonable expenses to be incurred whilst on the SSAGO Executive Committee and thus can be claimed back from SSAGO.

- Postage e.g. Merchandise, CRB returns etc.
- Stationary e.g. Printing Costs whilst producing SSAGO news, agendas, minutes, accounts etc, any other stationary for SSAGO use only.
- Phone bills for SSAGO phone calls e.g. Conference calls, merchandise orders
- One item of Executive clothing. This is to be decided on at an Executive meeting where the colour of the executive clothing is decided.

Food, accommodation and travel can only be claimed for, if, the exec are attending the event with the sole purpose of publicising SSAGO or attending a SSAGO Executive meeting. If the exec are attending the event and the sole purpose is **not** publicising SSAGO or attending a SSGO Executive meeting but at which the majority of time is spent on SSAGO exec business then a contribution towards expenses may be made however, all rallies and ball are excluded from this. All reasonable effort should be made to find and utilise the cheapest option.

1.1. Travel Mileage Rates

These are set at 20p a mile for a motorcycle and 40p for all other road transport. Taxis are only to be used if no public transport is available (evidence will need to be provided). The use of public transport is to be encouraged whilst travelling at all times on SSAGO business.

1.2. Other Personal Expenses

The Executive can authorise miscellaneous expenses up to the sum of £20 on production of receipts and justification by the exec member in question. Anything over this amount needs approval by the full committee

2 Operational expenses

The Executive can authorise expenditure for SSAGO operational purpose up to £100 without the requirement for full committee approval. £100 is the sum total per operation (i.e. this is not a per person rate). Expenditure over £100 must be approved by the full committee with the exception of monies paid to a member of the list of registered creditors

3 Registered Creditors

This is a list of registered creditors. The parties listed below are all regular creditors of SSAGO:

Scouting Insurance - Insure both SSAGO property and all SSAGO members whilst on SSAGO events

M. Warren & Co Ltd - Produce SSAGO Neckers

Tolley Badges - Produce all SSAGO badges both cloth and metal

Ram Leisure and Workwear Limited - Produce all our clothing merchandise.

Streamlinenet.com - SSAGO.org.uk hosting

-SSAGO.org.uk domain name

Digital Mail limited - SSAGO Phone line

BluGuy UHHosting Ltd – SSAGORALLY.org.uk hosting