**BBN Marshals’ Travel Expenses Guidelines October 2023**

**Background**

Up until now BBN hasn’t offered any form of travel expenses to recompense those who volunteer to marshal on our challenge or for National LDWA 100 events.

We know that some Groups have an expenses scheme and the National LDWA has recently raised this - it was discussed at the November 2022 Local Groups meeting. With the current cost of living situation, it now seems appropriate for BBN to consider having a scheme but, in order not to be an administrative or financial burden to the Group, the intention would be to make a ‘gesture contribution’ to a maximum amount and not necessarily cover all the costs incurred by a volunteer.

It would, of course, be a matter of personal choice whether a volunteer makes a claim or not.

**Scope**

Initially, the scheme will only apply to:

* Travel to and from marshalling (whether a member or not) for BBN challenge events where the Group makes a charge for entrants to take part. It would also include travel for those supporting marshals’ events and any travel undertaken during the event day itself, such as when delivering goods to and from checkpoints, putting up / taking down signs, rescuing entrants and so on.
It would exclude travel for event recce-ing, any other route planning trips or meetings or food shopping trips.
* Travel to and from marshalling at a BBN checkpoint on the LDWA 100 main event or supporting the marshals’ event.

There will only be a contribution offered towards travelling costs (by car, motorbike, train, bus or air) at a mileage rate of 30p/mile, up to a maximum of £25. In the case of a shared car, the contribution is ‘per car’, not ‘per person’.

Claims must be made to the Treasurer using the Claim Form with full details and reason for the journey, as soon as possible, within one month of the event but no receipts are required. Claims will be kept confidential. Mileage claims may be checked for accuracy.

Accommodation, meals and all other sundry expenses aren’t covered.

**Other matters**

* The scheme will be trialled for one financial year starting 1/10/23 and kept under review during that time.
* Expenses for social walks and other group events aren’t included in the initial scheme.
* Members will be re-imbursed for any general expenditure they make on behalf of the Group for things such as equipment, event checkpoint hire and food. Generally, all expenditure should be approved by the Committee in advance (although it is acknowledged that sometimes goods and services have to be purchased /arranged in an emergency or are at very low cost) and the Treasurer will require receipts and a valid reason for the purchase.

**The BBN Committee
October 2023**