

Procedure: Payment of Expenses to Walk Leaders

Document History

Procedure Name	Payment of Expenses to Walk Leaders
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Updated by	Roger Jackson
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Purpose

On 6th September 2011 the East Lancashire Group of the LDWA agreed to a Payment of Expenses to Walk Leaders Policy for a 12 month period. The aim of this Policy was to ensure that the Group continued to provide a wide and varied walking programme whilst ensuring walk leaders receive a contribution to his/her travelling expenses whilst establishing and recceing walks.

4th July 2017: This trial policy has continued to be implemented by the Group and an updated policy was presented to the Group at the 4th July 2017 meeting for approval. Following a proposal which was agreed at the 8th January 2019 meeting, the procedure was amended to further encourage new Walk Leaders.

14/02/2023: At the EL LDWA meeting on 14/02/2023, it was agreed that the fees reimbursed needed to be amended to reflect the increased cost of fuel and to further encourage walk leaders. The procedure was further discussed at the EL LDWA meeting on 04/04/2023 and updated accordingly.

Procedure

1. Expenses may be claimed by a person who leads one or more walks on the social walk calendar in a 12 month period.
2. Expenses will only apply to walks that are included in the club programme.
3. Only one person per recce and one recce per walk will be eligible.
4. A rate of 45p per mile may be claimed per walk.
5. Where public transport costs are involved, a bus or train ticket must be submitted for

reimbursement.

6. The qualifying period is from 1st October to 30th September. Requests for expenses must be submitted prior to the AGM, so that the treasurer's financial status report is up to date for the meeting.
7. All claims will be confidential and will be handled by the Walks Secretary who will liaise with the Treasurer to secure payment for claims. Any claim for fees made by the Walks Secretary will be validated by the Treasurer.
8. The Treasurer will report fees claimed to the club on an annual basis at the AGM.
9. The 45p per mile rate and maximum claim amount will be reviewed annually at the AGM.

Approval

This Policy was formally adopted by the Group at the meeting held on Tuesday 4th July 2017.

Changes were applied following approval at meeting 04/04/2023.

Appendix 1: Form for Payment of Expenses to Walk Leaders

Name of Walk Leader Date of submission

Name of walk	Date of walk	Mileage claimed	Public transport receipt attached Y/N
Total mileage claimed	 miles	

Please include your bank details below, if you wish to be paid by direct bank transfer:

Name on the account	Bank name	6-digit sort code	8 digit account number

Signature of walk leader		Date of signature	
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Authorisation Signature (Walks Secretary)		Date of signature	
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