

Expenses Guidelines February 2026

Essex & Herts Social Walks and Challenge Events	Social walk leaders, challenge event organisers and marshals may claim up to 30p per mile for mileage incurred while planning and supporting a social walk, a marshals' walk or a Challenge event. Marshals cannot claim for travel to a marshals' walk. Receipts are not required for mileage claims. Challenge Event organisers and marshals may claim for food, drink and other expenses incurred in supporting a marshals' walk, a challenge walk or social event. Receipts are required to support claims where available.
Challenge events organised by other LDWA groups and the Annual LDWA 100	Marshals may claim travel expenses as agreed in advance with the event organisers or Essex & Herts LDWA Volunteers on the Annual 100 Marshals' 100 can claim mileage at a rate of 30p per mile, funded by monies received from the National LDWA to support local groups running checkpoints. Receipts are not required for mileage claims. Marshals may claim for food, drink and other expenses as agreed in advance with the event organiser. Receipts are required to support claims.
Committee Members	Committee members may claim up to 30p per mile for travel to Committee Meetings. Receipts are not required for mileage claims. Committee members may claim for any non-travel expenses incurred in carrying out their duties as a committee member. Purchases should be authorised by the Committee in advance if possible. Receipts are required to support claims.
Equipment	Equipment purchases are authorised by the Committee in advance, but event organisers may purchase equipment up to £50 without prior approval if required for an event. Payment should usually be made by the Treasurer direct to the supplier. Where this is not possible, the expense will be reimbursed for approved expenditure. Receipts are required to support claims.
Expenses claims should be submitted to the Essex and Herts Treasurer (essexandherts.finance@ldwa.org.uk) on an Expenses Claims Form: Essex & Herts LDWA - Expenses All expenses will be reimbursed by bank transfer to the claimant's bank account.	