



Ramblers New Forest Group Expenses Policy 2026

Policy Aims

- New Forest Ramblers Members should not feel that they cannot lead a walk or participate in the committee activities because of incurring the costs involved.
- New Forest Ramblers recognize that many volunteers do not claim for expenses and the team are most grateful for this support.
- Members should note that New Forest Ramblers Group must be careful with its limited funds. However, we wish to make it clear that New Forest Ramblers are delighted to reimburse expenses in accordance with the current policy and Ramblers National Guidance.

Expense Administration

1. All expense payments must strictly be based on receipted expenses and noted meeting attendance.
2. A claim should be completed preferably via a single email to the New Forest Ramblers Treasurer entitled “Ramblers Expenses – for [*brief details*]” with soft copy attached receipt(s), walk/meeting location, the date of expenses, and if applicable the mileage incurred. Hard copy claims sent by letter will only be allowed by exception.
3. Payment will be via BACS bank transfer only. Bank account details will only be sought once or as required for personal changes. Banking details will be stored securely on Unity Trust’s banking system.
4. All claims will be subject to approval by the New Forest Ramblers Treasurer, with committee authorisation for bank payments. No member will “self approve” their expense.
5. Claims will be paid as a minimum quarterly in arrears. (Sept – Dec/Jan-March/April-June/July-September. The treasurer will collate claims for efficiency. Claims must be made within the calendar year they were incurred.
6. Committee members / volunteers may claim for photocopying and postage, and travel to meetings.
7. A mileage rate of 20p per mile will be used to calculate expenses for attending a meeting or leading and recce-ing a walk.
8. Only one recce expense claim per route for each leader will be covered.
9. For New Forest Group arranged holidays (i.e. walks involving one or more overnight stops) contributions should be sought from trip participants if Leaders expenses are to be reimbursed
10. This expense policy will be reviewed annually. Date of next review April 2027