

# Treasurers Guidance - Interim Update

<b>Document:</b>	<a href="#">Treasurers Guidance</a>
<b>Date:</b>	20 May 2024
<b>Section:</b>	<b>FIN014: Volunteer Expenses – Mileage and printing rates</b>

## Why is this section being updated?

It has come to our attention that a small but significant number of volunteers have been experiencing difficulties in claiming for mileage or have been unable to claim the HMRC (and Ramblers) recommended amount of 0.45p/mile due to differing amounts set within some areas/groups.

When volunteers are required to undertake travel by car as a key part of their role (i.e. A Footpath Officer inspecting a site) it is important that they are not left out of pocket for doing so. Equally we encourage volunteers to gain prior agreement if an amount is likely to be claimed for a significant amount prior to undertaking the activity. This, alongside support with budgeting and fund allocation from central office, should enable Areas and Groups to process mileage claims fairly and easily.

## Why not just update the whole document?

We are pleased to say that we are updating the Treasurers guidance and look forward to sharing this with you soon. We however need to draw your attention to this update sooner rather than later due to the negative impact it is having in some localised areas. i.e. loss of volunteers and discouragement of new volunteers from coming forward.

## The update:

- Note that this replaces all previous versions of the Treasurers Guidance Sections detailing volunteer expenses specifically focussed on mileage and printing rates.

## Mileage and printing rates:

**Mileage** - In line with HMRC guidance, the Ramblers recommended mileage rate for volunteers is 0.45p/mile. To ensure volunteers are not left 'out of pocket' for carrying out a role or a culture of 'not feeling able to claim' develops within committees (which forms a barrier for volunteers who need to claim), this is the rate that must be honoured by all Areas and Groups. We are happy to work with any groups who need support in honouring this rate.

It is reasonable to ask for volunteers to pre-approve expenses expected to be incurred over a significant amount to avoid unexpected expenditure.

**Printing** - It is recommended when circulating communications regarding an event that this is done so digitally (via email or web link) to avoid printing costs and aid environmental sustainability within Ramblers' operations. Where printing must occur i.e. for someone who needs a hard copy/large print or for a Definitive Map Modification Order application, the recommended rate is 10p/sheet.

**DLYW** - Separate funds are provided for Don't Lose Your Way work for which budgets are proposed annually and provided to Areas and Groups. Please discuss and plan this with your DLYW Coordinator.

