



# Scouts

**30th Warrington West  
(Penketh Methodist)**

# Petrol Expenses Policy

Ref number:	30THWWGP13	Revision number:	001	Prepared by:	Kath Shaw Group Treasurer
Page:	1 of 3	Last reviewed:	16/1/23	Approved by:	Group Exec Committee

# Petrol Expenses Policy

## 1 Policy Purpose

This document records the 30th Warrington West (Penketh Methodist) Scout Group's **Petrol Expenses Policy**.

## 2 Restrictions to Petrol Expenses Claims

- Travel to and from our regular meeting venue is excluded from petrol expense claims.
- Towing should be minimized through use of the group van wherever possible.
- Use of vehicles should be minimised through lift sharing whenever possible. If the van is being used then the passenger capacity should be used wherever possible instead of a mileage claim.
- Costs incurred by travel for events (day trips, camps, etc) should be factored into the event cost.
- Petrol costs that are not covered by the event cost e.g. travel to a training course, should be agreed in advance with the line manager (GSL or Chair)

## 3 Mileage rate

- The mileage rate may increase or decrease and will be based on the prevailing cost of vehicle fuel.
- The Treasurer will regularly update the mileage rate based on the cost of unleaded fuel in the local area.
- The petrol expenses form will be updated with the revised mileage rate, and a new version of the form created with the last revised date in the filename. e.g **Petrol Expenses Claim Form – 1<sup>st</sup> Jan 22.xlsx**
- The mileage rate will be calculated based on the following
  - A UK average of 36mpg or 8mpl
  - 4.5 litres in a gallon
  - The cost of unleaded petrol in the local area at the time of the review
  - A wear and tear rate of 5p per mile
  - An uplift of 25% on the agreed mileage rate can be claimed when towing. The expenses form is designed to calculate this if towing is indicated on the form.
  - The following formula will be used

$$\text{Mileage Rate} = \frac{\text{Cost of 1 litre in pence}}{\text{Miles per Litre}} + \text{Wear \& Tear rate}$$

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## 4 Procedure for Claiming Petrol Expenses

- Petrol expenses should be claimed by downloading **Petrol Expenses Claim Form - <date>.xlsx** from the **Expenses Forms** channel in the **30<sup>th</sup> Team** team.
- It is important that the most up to date form is used as the mileage rate may be amended at any time to reflect current fuel prices.
- Mileage claims do not require a receipt as long as the start/end points of the journey are clearly indicated so that the mileage can be verified.
- The claim should clearly show which event the mileage is to be charged to.
- The mileage claim form should be emailed to [treasurer@30thwarringtonscouts.org.uk](mailto:treasurer@30thwarringtonscouts.org.uk)
- Payment will be made into the claimant's bank account by bank transfer.

**This document was adopted by the 30th Warrington West (Penketh Methodist) Scout Group's Executive Committee.**

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