

# Bere Regis Scout Group

22 June 2009

## Mileage Claims – notes for claimants

At the meeting on 24 June 2008, the Executive Committee agreed a single maximum mileage rate for all leaders, helpers and committee members attending any meeting on behalf of the Group.

- The rate is independent of engine size or fuel type.
- The rate only applies to cars or vans.

**The maximum rate is 15p/mile.**

**Claimants may claim between zero and 15p per mile for any trip made on behalf of the group.**

## *Gift Aid* – not complicated, but read through slowly!

The Inland Revenue has special rules relating to mileage expenses paid to charity volunteers and **Gift Aid**. The Inland Revenue allows volunteers to donate-back to the charity part or all of any mileage expenses paid. Provided that the donor has signed-up to **Gift Aid**, the charity is then able to claim **Gift Aid** on the donations.

The Inland Revenue allows volunteers to claim up to a rate of **40p/mile**.

Therefore, everyone is asked to claim at **40p/mile** and to donate back the difference between **40p/mile** and the actual rate you wish to be paid.

Example: Sven, a cub leader and UK tax payer, drives **50** miles to a camp.  
He wishes to be paid **10p** per mile.  
He claims **40p** per mile from the group treasurer (£20.00) [**"B"** on the Form]  
He donates **30p** per mile back to the group (£15.00) [**"D"** on the Form]  
He keeps the difference, which is **10p** per mile (£5.00) [**"C"** on the Form]

In order for this system to work under Inland Revenue rules, Sven must physically **donate** £15 and **claim** £20. Money must pass in both directions.

When you claim you will be required to **give** a cheque to the treasurer (amount "**D**"), you will then be given a **bigger** cheque (amount "**B**"). The difference between the two is yours to keep (Sven's five Pounds). Don't worry, the treasurer will give Sven plenty of time to put the £20 in his bank before the £15 is cashed.

Some people waive any claim for mileage expenses for which the Group is very grateful. However, it is quite acceptable to claim **40p/mile** and donate it **all** back to the Group (the same value cheque goes in both directions). This means we can get *Gift Aid* on the whole donation, resulting in a net profit to the Group!

Chris Gall  
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