



Volunteer Expense Reimbursement Policy

1. WHO

This policy applies to all volunteers in WOSM structures at the global/world level that need reimbursements for travel expenses.

2. WHY

- a. To ensure everyone has a clear understanding of the Volunteer Expenses Reimbursement Policy.
- b. To provide a consistent reimbursement process for volunteers requiring financial support.
- c. To ensure the expenses incurred are well within the operational budget.
- d. To reduce costs and to reduce last minute travel arrangements through advance planning and booking.
- e. To meet internal and external audit requirements.

3. WHAT

3.1 Volunteer Obligated Event - Only obligated events that are in the budget qualify for reimbursement by World Scout Bureau (WSB) – prior to arranging any travel it is the responsibility of the Traveller to confirm with the WSB Staff Support that the Volunteer Obligated Event had been budgeted. The Volunteer Obligated Events are:

- a. Such events, activities and meetings, which are already budgeted in the yearly operational plan of the World Scout Bureau. Each expense (and the respective budget cap – see 3.2 below) will need to be confirmed in writing by the respective WSB Staff Support before being incurred.
- b. Eligible for reimbursement to appointed volunteers upon the following conditions being met:
 - i. It is the responsibility of the Traveller to confirm this with the WSB Staff Support prior to booking the travel if reimbursement is going to be needed. Otherwise it is understood that all travel tickets are purchased by the WSB.
 - ii. If an event is deemed eligible by the concerned staff support from the WSB, then this Expense Reimbursement Policy would govern any reimbursements for such a Volunteer Obligated Event.

3.2 Budget Limit

WSB prepares yearly operational plans and the budget for all activities is defined at the beginning of financial year (and approved by the World Scout Committee). Volunteers who require financial assistance from the WSB to participate in the Volunteer Obligated Events can only be reimbursed within the respective budget limits as approved in the yearly operational plan.

3.3 Volunteer Expenses Claim Form

Enclosed in annex to this policy is a "Volunteer Expenses Claim Form". A completed "Volunteer Expenses Claim Form" needs to be submitted with all receipts within 20 days following the "Obligated Event". The receipt has to be itemised (detailed) and credit card receipts showing only totals are not accepted. Scanned receipts are accepted.

3.4 Reimbursements

"Reimbursements" are provided to the traveller according to this policy upon production of legible receipts and the submission of the completed "Volunteer Expenses Claim Form". Reimbursements will be timely transferred to the bank account of the traveller as per the bank data provided in the "Volunteer Expenses Claim Form". The reimbursement will be done in US Dollars unless prior arrangements have been made. WSB will not be responsible for issues due to incorrect reimbursement arising from inaccurate or incomplete bank account details provided by volunteers. Volunteers should use WSB's preferred currency converter website OANDA accessible via the following link <http://www.oanda.com/currency/converter>. A receipt for the exchange rate charged from a bank or a money exchanger is also acceptable.

4 HOW

4.1 Flight Tickets

Flight travel expenses to and from home country to the city of the "Volunteer Obligated Event" at the most economical direct route (without long layovers during transit) is covered by this policy.

- a. WSB in consultation with the traveller will propose such a booking. The traveller is also

welcome to propose flight travel itineraries as long as such tickets are within the "Budget Limit". The WSB will then purchase the tickets.

- b. It is the responsibility of the traveller to work with the WSB so that the flight tickets can be purchased 3 weeks prior to the "Volunteer Obligated Event" If the traveller has not made arrangements with the WSB 3 weeks prior to the event, it is the responsibility of the traveller to purchase the flight tickets at their own expense.
- c. If the flight ticket costs are covered by self, his/her National Scout Organization or any other entity/entities except the World Scout Bureau, the WSB does not need to be involved in the purchase of the tickets.
- d. With prior written agreement from the WSB the traveller can purchase their flight ticket themselves. Reimbursement will be given up to the "Budget Limit" designated for that obligated event.
- e. If the traveller is stopping over (enroute) for a non-obligated event or for personal reasons, it will be the responsibility of the traveller to pay any difference in fare and travel cost.
- f. In all the above cases, the traveller is obliged to provide the flight schedules to the WSB at least three weeks in advance of the meeting to help the host team making practical arrangements.

4.2 Other travel expenses

Inland transportation – inland transportation by public transport to and from the nearest airport will be reimbursed. Taxis costs will not be reimbursed unless no other means of public transport is feasible. In such cases, prior written agreement with the WSB is required on the Budget Limit for such transport.

4.3 Other expenses incurred during travel

- a. Visa Fees – Visa cost fees are covered. However, it is the traveller's responsibility to ensure they find out the local regulations and requirements to obtain a visa in a timely manner. If there is a need to travel to a different location to obtain a visa, such travel should be completed three weeks before the "Volunteer Obligated Event" to be eligible for reimbursement. Air travel for obtaining a visa will be reimbursed by the WSB subject to budget provision (to be confirmed by the respective WSB staff support) as long as the ticket is purchased by the WSB and is done well in advance of the "Volunteer Obligated Event"
- b. Meals up to the following limits with receipts are covered:
 - a. Breakfast - USD 10
 - b. Lunch – USD 15
 - c. Dinner – USD 25
- c. Accommodation expenses in the hotel recommended to all members by the WSB at the standard rate covering the period between the night before the commencement and the night after the closing of the "Volunteer Obligated Event"

4.4 What is not covered

Alcohol, minibar items, laundry expenses, entertainment expenses, travel expenses for spouses or significant others and any events or activities not noted in section 3.1

5. IMPORTANT

- a. *Donations by a traveller of part or all expenses are gratefully accepted. If requested a receipt will be issued for the amount of your gift.*
- b. *Expenses paid for or subsidised by the member's own NSO or other agencies or organizations should not be claimed for reimbursement.*
- c. *Reimbursements will only be provided subject to submission of a fully completed 'Volunteer Expenses Claim Form' and substantiated with all receipts and necessary information, in accordance to this policy.*
- d. *The WSB will make the "Volunteer Expenses Claim Form" available to all appointed volunteers.*
- e. *This policy and the enclosed 'Volunteer Expenses Claim Form' serve as good practice for Regions and other volunteer structures to adapt and adopt.*
- f. *Exceptions to the above policy are possible only with written prior approvals from the Secretary General of WOSM.*

Encl. Annex (Volunteer Expenses Claim Form)

VOLUNTEER EXPENSES CLAIM FORM

(To be submitted within 20 days of completion of travel to be eligible for reimbursement)

Name:

Date of claim:

Volunteer Obligated

Event Date:

Event:

WSB Staff Support Name:

Charge Code (Budget):

1. Transportation costs (WSB should purchase Airline tickets 3 weeks before Obligated Event)					
Date	Details (from to)	Foreign Currency (Currency / Cost)		Rate	USD

2. Accommodation expenses					
Date	Place	Foreign Currency (Currency / Cost)		Rate*	USD

3. Meal expenses					
Date	Place	Foreign Currency (Currency / Cost)		Rate*	USD

4. Other expenses (visa, misc. expenses)					
Date	Place	Foreign Currency (Currency / Cost)		Rate*	USD

5. Mileage: From	to	Total kms	x USD 0.65 =
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GRAND TOTAL			
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I comply with the most recent version of the Volunteer Expense Reimbursement Policy.

Signature of claimant:

** Traveller is advised to use the exchange rates (for the specific day on which the expense was incurred) using the OANDA website (Link: <http://www.oanda.com/currency/historical-rates/>) to convert foreign currency transaction to US Dollars based on the date of traveller's official travel to and from the obligated event. This is to ensure that traveller does not suffer any material losses nor gain as a result of variation in foreign exchange.*

FOR REIMBURSEMENT

Bank name:

Name of Account Holder:

Bank account number:

Bank Full Address:

IBAN:

Swift Code (BIC):

Clearing No:

APPROVAL

Name and Signature of WSB Staff Support:

Date: