

1st West Vancouver Scout & Cub Group

Vehicle Expense Reimbursement Policy

This policy will be reviewed in its entirety each September. The purpose of the review will include whether or not to continue the program as well as the reimbursement rate and policies & procedures associated with the Policy.

The Group Committee will endeavour to reimburse leaders for a portion of their transportation costs to and from regularly scheduled weekly meetings as follows:

The distance, whichever is shorter, between the leader's place of employment and their scouting destination OR between the leader's home and their scouting destination, less 10 Km. This total shall be multiplied by 2 to arrive at the total reimbursable distance for the meeting.

The rate per kilometre shall be \$.30

Leaders will be able to claim a maximum of \$500 per person per Scouting year.

The Reimbursement Policy will be limited to a maximum of \$2,000.00 per Scouting year. Once the Group has reached a reimbursement total of \$2,000.00, no further reimbursements will be considered during the current Scouting year.

Please use the **Vehicle Expense Report** found on the web site, under **General Forms**.