



Scottish Golf Volunteer Travel & Subsistence Guidelines

1.0 Introduction

- 1.1 These guidelines have been designed based on an assumption that volunteers will operate the guidelines in line with Scottish Golf values. That is, they will behave with integrity in keeping their costs to a minimum and only claiming for what they spend.
- 1.2 Volunteers should obtain receipts in all cases. Payment may not be made if receipts are not included.

Travel by Private Car

- 2.0 The cost of travel by private car will be reimbursed using the rates set out in the tables at the end of this document. Mileage for specific destinations should be established using Google Maps.

Meal Costs

- 3.0 An allowance to cover the actual costs of buying, coffee / tea, lunch and/or an evening meal is payable.

Making a Claim

- 4.0 All claims MUST be received (and subsequently paid) within 3 months of date of incurring expenditure during a financial year (October to September) with the exception that all claims for expenses in the three months up to 30 September must be received by the end of October (submitted to courserating@scottishgolf.org).

Travel Allowances

Private Car User – all engine sizes	First 10,000 miles: 45.0 p/mile	Over 10,000 miles: 25.0p/mile
Motorcycle User – all engine sizes	All mileage: 24p/mile	
Cycle User	All mileage: 20p/mile	

Subsistence Allowances

Meal Costs

Tea / Coffee:	Up to £5 per day
Lunch:	Up to £6.00
Evening Meal:	Up to £15.00