**Procedure for Authorisation of Expenses and Table of Approvals**

Expense claims must be submitted on the County Expense Form. Claims for material items must be accompanied by the original receipts.

Claims for expenses incurred between

* 1st January and 31st March must be submitted by 30th April
* 1st April and 30th June must be submitted by 31st July
* 1st July and 30th September must be submitted by 31st October
* 1st October and 31st December must be submitted by 31st January of the subsequent year.

Expense claims must have the appropriate level of approval (see table below) before they will be processed.

For approval purposes claims can be submitted by email to [expenses@girlguidingroyalberkshire.org.uk](mailto:expenses@girlguidingroyalberkshire.org.uk) accompanied by scanned copies of the receipts, with the approver in cc. However, a paper copy with the original receipts must be sent to the County Bookkeeper.

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| **Role submitting expense** | **Role to approve expense** |
| County Commissioner,  County President | County Chair of Finance |
| Assistant County Commissioner, Chair of Properties,  Chair of Finance,  Chair of Learning and Development,  Chair of Guiding Delivery,  County Administrator,  County Archivist,  Chair of MGR Chair of PR & Comms Chair of Thirtover Place | County Commissioner |
| Trainers Queens’ Guide Adviser Peer Educator Coordinator Young Leader Coordinator Leadership Qualification Mentors | Chair of Learning and Development |
| Residential Adviser Outdoor Activity Adviser Boating Adviser Walking Adviser Archery Adviser Duke of Edinburgh Adviser International Adviser,  Inclusion Advisors Inspire Coordinator | Chair of Guiding Delivery |
| Website Coordinator PR & Comms Adviser Chair of Awards | Chair of PR & Comms |
| Thirtover Place Management Committee | Chair of Thirtover Place |

Approved by County Trustee Board: 17/06/2024