

TROOP 31 B and G, BSA

ADULT REIMBURSEMENT POLICY FOR OUTINGS Troop Outings

Troop outings can be as simple as a one-day trip to a museum or as complex as a Big City Trip that are part of the Troop calendar. Outings do not include High Adventure trips and are not covered by this policy.

Two Adult Leads Responsibilities

Troop outing related-expenses are directly related to a Troop scheduled event occurring on a specific day or over multiple days where two registered Adults must be in attendance. It is important to be timely and manage the budget and expenses. However, it is also important to recognize lead adults as the responsible people to make sure the outing can occur.

The two Adult leads work with a preplanned budget and itinerary in order for expenses and reimbursements expenses to be paid. The budget is developed based on past experience and what are known to be new/anticipated expenses. The Adult leads are then responsible for managing the budget; collecting payments and permission slips; equipment needs and itinerary and therefore, the tracking of people, logistics, and receipts for reimbursements. Items requested for reimbursement that are **not part of the budget** or itinerary shall not be reimbursed until reviewed by the Committee.

Two Adult Leads and No Payment Required

Two registered Adults must lead the trip to meet Scouting BSA requirements. They need to commit to be the leads one month prior to the outing to manage the outing and be the two leads who attend the entirety of the trip. Other registered Adults are always welcome and sometimes needed if additional assistance is needed such as carpooling but are not the leads. Due to the obligations of the two Adult leads they typically invest more time to be the responsible for the outing and therefore do not pay for the expenses of the trip. Their cost is included in the budget and covered by fees associated with the outing.

If both Troops are participating in the outing there must be one Adult from each Troop to be part of the two Adult leads. If this is not possible, then there will be a primary Troop to lead the outing.

Adult Drivers including Hauling Trailer

Some outings require carpooling and hauling the trailer outside of Juniata Valley Council

or greater than 75 miles from State College, PA. In this case fuel reimbursements will be made to drivers at the applicable IRS Volunteer rate as part of the trip expenses. Reimbursements may be credited to a Troop account or paid directly by check. The budget must also include the anticipated gas costs for reimbursement. Drivers opting to haul the Troop trailer will be eligible for a higher rate of reimbursement. Drivers are free to waive their reimbursement.

Outing Financial Reconciliation

All income and receipts from an outing need to be submitted to the Adult lead who is managing the financials within 15 days of the outing. The Adult leads will then submit the income and receipts within 30 days of the outing or within 25 days of the end of the fiscal year. Once the outing is closed out by the Treasurer no additional receipts will be accepted. Any unreceived income will be reported to the Treasurer and Committee Chair of the corresponding Troop.

Approved September 14, 2023 Troop 31 B and G Committee