

Claiming Expenses from Kingston Ramblers

General

As a registered charity, Kingston Ramblers must keep accurate accounts and record all income and expenditure.

Members may make requests for reimbursement of expenses incurred on behalf of the group or request direct payment to a supplier. These requests will usually come from a committee member or a member asked to organise an activity such as a picnic.

Requests must be emailed as simple emails (no complex formatting) to treasurer@kingston-ramblers.org.uk and contain the details specified below.

Unless previously supplied, the member must provide their bank details:

Bank Account Name:
Sort Code:
Account number:

Refunds for Purchases

State the date of the purchase, a brief description and the amount. If there is more than one item, then the email must state the "Total Claimed" with the sum of all items.

Attached to the email must be either email receipts from the supplier or a scan of paper receipts.

Example: 26/01/2026 Annual Zoom Licence £155.88

Payments to Walk Leaders for Travel Expenses

Walk leaders may claim for travel expenses (rail or bus fares) or car mileage at 55p/mile for walk recces (one normally, more in exceptional circumstances). Claims are not allowed for the actual programme walk.

State the date of travel, the route, the cost or mileage and the amount. If there is more than one item, then the email must state the "Total Claimed" with the sum of all items.

Example: 03/08/2026 Reece for Round walk from Sheepleas. Raynes Park to Sheepleas and return 62 miles at £0.55p = £34.10

Direct Payments to Suppliers

There are a few transactions each year arranged by Committee members that are paid directly by the treasurer. An example is the hire of premises for Annual General Meetings.

The organiser will email the treasurer with details of the booking or purchase, the amount to be paid together with any email confirmation from the supplier. The email confirmation must confirm the amount to be paid and the bank details of the payee.