SCOTTISH GLIDING CENTRE

Portmoak Airfield
Scotlandwell, by Kinross
KY13 9JJ
Tel: 01592 840543
e-mail: office@scottishglidingcentre.co.uk
website: www.scottishglidingcentre.co.uk

SGC Expenses Guidelines

June 2025, Version 9a

Background

Like many sports clubs the SGC is primarily a volunteer-based organisation. It is also a trading business and needs to be run in an appropriate manner.

The club's flying activities include;

1. General flying by members including routine instructional flights plus flying by Walking on Air, and Edinburgh University gliding clubs
2. Visitor flying
3. Trial lessons/air experience flights for individuals and groups, such as local schools
4. Courses for members and visitors, including booked flying

1 - 4 are managed and arranged on a volunteer basis.

Members are expected to help run the club on a voluntary basis including for example;

- Supporting daily flying activities on the airfield via the duty rota or on a casual basis
- Routine instruction
- Aerotowing
- Winch duties when professional drivers are not available on a short-term basis
- Maintenance and repair work of the fleet
- Delivery & collection of club aircraft for professional repair
- Upkeep of the airfield, buildings and vehicles
- Being a member responsible for certain areas of the club's business
- Being on the Board
- Representing the club and gliding externally

The club could not exist without the efforts of members. While it is expected that members provide their time and effort freely, it is recognised that members do incur direct costs on club business and can receive expenses and other remuneration under certain circumstances.

Expenses and other remuneration to club members will be tracked and reported at board meetings. This will include a summary totals and specifics of payments to any member in excess of an agreed level.

To clarify the expectation the following guidance is given.

SGC GUIDANCE ON EXPENSES AND ALLOWANCES

PLEASE DO NOT ASSUME THAT YOU WILL BE REIMBURSED COSTS OR RECEIVE AN ALLOWANCE – THEY CAN ONLY BE PAID IF PRE-APPROVED BY A BOARD MEMBER - SO CHECK FIRST.

Expenses and /or remuneration will be considered for the following;

- Travel expenses for delivering and collecting club gliders - except when associated members' use of a glider away from Portmoak. Normal retrieves from field landings are also excluded. The rate of remuneration is 45p per mile - in line with HMRC rules. See appendix 1 for spending limits. Subsistence will be paid for meals and accommodation on production of receipts. Each journey should be planned and agreed with a board member in advance.
- Attending conferences, meetings etc. on behalf of the SGC, at cost for travel, lodging and meals within reason.
- Incurring costs on behalf of the club for approved purchases. Note that approval must be sought from a Board member ahead of any commitment or expenditure. For convenience members may make essential purchases up to a maximum of £30 without prior approval. For example, fuel for tools, spare keys, hose fittings, etc. See appendix 1 for spending limits.
- Travel expenses to and from the club when spending a day working on duties that are not part of the clubs main activity and pre-agreed with a Board member.
- The Club will normally credit the member's account with the approved expense amount.

SGU Board
June 2025

Appendix 1

Spending limits - Travel

- Mileage based on shortest route @ £0.45 /mile
- Overnight accommodation capped at £100.00
- Daily subsistence capped at £40.00

Expense approval limits

- Members can submit claims up to £30 for reasonable expenses without prior approval
- Operational Leads can submit claims up to £100 without prior approval (within agreed budgets)
- Expenses up to £500 by prior approval from any Board member
- Expenses up to £1000 by prior approval from the Club Treasurer
- Expenses over £1000 by prior Board approval