



ACADEMY OF HISTORICAL ARTS

Drivers Policy

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The Academy of Historical Arts is a division within
Triquetra Services (Scotland), a charitable organisation registered in Scotland:
registration number SC042086.



VERSION AND COPYRIGHT INFORMATION

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The Advantages Offered to Drivers by the Academy

There are considerable advantages to offering one's services as a driver in the Academy.

Every member of the Academy is expected to help with fundraising on a regular basis, as this is how the Academy manages to keep its membership fees low and its events and training nights free of charge. This fundraising can be as simple as a bake sale on university grounds, or it can be more complicated and perhaps take the form of offering a guided tour round a museum for a small donation, whatever one feels able to do to help raise funds. However, drivers are exempt from these fundraising requirements if they offer their services to help transport people and/or equipment to and from events. This means that people who have a car and a driving license do not need to worry about lending time and effort to the Academy's various fundraising activities if they instead volunteer as drivers.

Furthermore, for some events run by the Academy, attendance fees must be levied. The most obvious example of this is the summer camp, which requires significant funding to be able to run. In general the Academy members are asked to pay a minimal fee to cover such expenses as food, and are also sometimes asked either to perform further fundraising to make up the rest of the attendance fees or to pay a larger fee if fundraising cannot be undertaken. At the discretion of the Academy, drivers may have their attendance fees returned to them due to the valuable service they have provided, and may be exempted again from any extra fundraising requirements or top-up fees.

Finally, on any occasion where the Academy has formally requested drivers for an event, the Academy will cover all fuel expenses for that event.

Events where Drivers will *not* be Reimbursed

Not every Academy event will require drivers and thus the Academy will not formally request drivers for the event nor will fuel expenses be reimbursed. This is because the Academy operates on a tight budget and cannot afford to engage drivers when walking is a reasonable alternative. Examples of such events would be regular weekly meetings where members are expected to make their own way to the meeting, and while vehicle-pooling between members is suggested and recommended where possible, the Academy budget cannot extend to paying fuel costs for such journeys.

Unless the Academy formally requests drivers for an event, no reimbursements will be made.

Events where Drivers will be Reimbursed

The Academy does recognise that some events do require a lot of driving and fuel for the transport to happen, and we undertake to cover the fuel expenses for such events. The Academy will always cover the fuel expenses for drivers for the annual summer camp, or for journeys benefitting the Academy in general where a significant amount of driving and fuel expenditure is required. For example, if a large portion of the Academy combatants were to be traveling together in a minibus to a large event in the north of England, the Academy may decide to cover the fuel expenses for this trip. However, just a couple of individual Academy members deciding to drive to a big HEMA event that the Academy is not attending as a group would not be able to claim fuel expenses, for the budgetary reasons discussed earlier.

If the Academy formally offers reimbursement for fuel costs for an event, then drivers may submit receipts for fuel reimbursement in accordance with the process described in the following section.

The Process for Reimbursement

For a driver to claim fuel expenses, the Academy must be given an accurate receipt showing the cost of the fuel expended. Without such a receipt, the Academy cannot offer reimbursement; such reimbursement would be in breach of the Companies Act 2006, Charities Act 2006, and the Charities and Trustees Investment (Scotland) Act 2005, and the Academy (as part of Triquetra Services (Scotland), a registered charity with number SC042086) is legally bound to comply with these Acts.

To be able to provide an accurate receipt, the driver must fill the vehicle's tank so that it is full, immediately before starting the journey. Then at the end of the journey, the tank must again be filled so that it is completely full. The receipt for this end-of-journey refill must be kept and provided to the Academy, as this will show the true cost of fuel for the journey. It is precisely the amount for fuel shown on this receipt that will be reimbursed.

It is worth repeating that without this receipt, the Academy is unable to provide reimbursement for the fuel. We cannot break the law to provide expenses should a correct receipt not be submitted to the Academy.

Appendix A: Driving Agreement

I, _____, have agreed to provide a service to the Academy of Historical Arts as a driver. I acknowledge that this entitles me to an exemption from the normal fundraising requirements as long as I provide this service; the corollary to this statement is that I acknowledge that this exemption disappears if the service of driving is rarely performed. Furthermore I acknowledge that unless the reimbursement process described in this document is followed exactly, the Academy may not be able to reimburse me; however, if I follow the process correctly, then I am entitled to full reimbursement for fuel expenses when formally requested to drive for an Academy event.

Signed: _____

Date: _____

The Academy of Historical Arts is pleased to accept this offer of driving services, and agrees to provide full reimbursement for fuel expenses upon completion of the previously described process, for events when the driving has been formally requested by the Academy.

Signed: _____

Date: _____

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