



EXPENSES POLICY

Introduction

The club recognises the essential role played by employees/volunteers in all aspects of club activities. As part of our commitment to being inclusive we do not expect people who work for the Club or volunteer to be out of pocket. This policy sets out the expenses that can be claimed and the procedure for doing so.

Definitions

Volunteer – A volunteer at the Club is someone who is registered as a member of the club, who gives their time, free of charge.

Employee – A person who is paid to work for Ayrshire Tigers PFC/

Policy

The Club will reimburse its employees/volunteers with reasonable out-of-pocket expenses incurred in the course of the employees/volunteer's role, including expenses for travel. This does not include travel costs associated with journeys to and from the training venues.

As a charity, it is the club's duty to minimise expenditure that is not directly charitable. Employees/volunteers are asked to keep their expenses incurred to a minimum and record, explain (where necessary) and provide evidence for expenses. Expenses will be reimbursed only when they are approved in advance by the Club Treasurer or Chairperson (referred to below as 'designated staff') in accordance with this expenses policy.

Where availability allows, employees/volunteers will be asked to take part in events and activities within their local area. Employees/volunteers are asked to consider travelling via the most cost effective method of transport.

If you feel that this policy is being breached you should report your concerns in line with the Club's complaints procedure.

Identifying reimbursable expenses

The Club encourages employees/volunteers to use public transport whenever possible and reserves the right to reimburse up to the value of the cheapest method of public transport.

Use of own transport

- Where public transport can't be used car mileage is paid in line with the HMRC allowances and the current rate is £0.45 per mile.
- You are entitled to claim a 'passenger allowance' of £0.05 per mile where another employee/volunteer is carried as a passenger. You should note the name of the passenger on your claim form.
- Full reimbursement will be made for car parking charges in the course of working/volunteering. Where possible employees/volunteers are expected to identify free or low cost parking.

- Appropriate receipts must be attached to the expenses claim form.
- We do not reimburse parking fines or speeding tickets under any circumstances
- You should ensure that your motor insurance covers you for working/volunteering activities. We suggest you contact your insurer to confirm this.

Public transport

- Full reimbursement will be made for the cost of travel tickets, toll charges, bus, or underground fares. Appropriate receipts, used tickets, or ticket stubs must be attached to the expenses claim form. Where using a 'pay-as-you-go' electronic travel card (e.g. Oyster card) to obtain the lowest fare, a print-out from the appropriate website to which the card is registered is appropriate as a receipt.
- The use of taxis will only be reimbursed in exceptional circumstances such as where the use of public transport is not practical or an employee/volunteer has mobility difficulties.

Accommodation

- The cost of unavoidable overnight stays in bed and breakfast/hotels will be reimbursed where such a stay is needed, for example to attend competitions. Expenses for overnight stays MUST be agreed beforehand with the treasurer/chairperson.

Stationery

- Employees/volunteers can claim reimbursement of money spent on stationery, postage, printing and phone calls undertaken on behalf of the Club. This does not include calls made by mobile telephones. Any such spending must be approved by in advance by the treasurer or chairperson.

Subsistence

- Employees/volunteers who choose to participate in activities for 3 hours or more may claim for reimbursement of the costs of refreshments up to the value of £5.00. Employees/volunteers who choose to participate in activities for 5 hours or more may claim for reimbursement of the cost of refreshments up to the value of £7.00.
- The time spent working/volunteering at the event should be noted on the expenses claim form.

The process of claiming expenses

1. An Expenses Form must be completed and signed and submitted to the club's treasurer in order to be reimbursed in for any of the above out-of-pocket expenses.
2. An original receipt for each expense listed must be given at the time of submission. Receipts must be provided for all expenses including car-parking tickets and train tickets.
3. Employees/volunteers can just submit mileage covered and the treasurer will calculate the amount due.
4. Employees/volunteers are asked to submit claims within 6 weeks of incurring the expense.

Gordon Rainey

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23.07.2020

Treasurer

