

Expense Claims Policy – Netball South – September 2015

1 INTRODUCTION

1.1 This policy sets out the procedures for claiming travel and related expenditure incurred on official business for Netball South. It defines the responsibilities of both the claimant and the authoriser.

1.2 The guidance cannot cover every eventuality. If you have any queries please speak directly to the Treasurer.

2. GENERAL PRINCIPLES

2.1 Netball South will reimburse the necessary costs incurred by volunteers when travelling and working on official business.

2.2 Volunteers should strive and endeavour to use the most effective and economic means of travel and/or accommodation at all times, taking into account both cost and time.

2.3 Netball South may refuse to meet any expenses that are considered unreasonable or which could have been avoided had the journey been better planned. Where there is an element of doubt, contact the Treasurer or Chair for clarification.

2.4 It is the claimant's responsibility to submit an accurate claim for expenses which complies with these travel and expenditure rules. All travel, regardless of how it is paid for, must be covered by an expense claim completed by the traveller. Any person who makes a false claim under this policy renders themselves liable to disciplinary action.

2.5 Supporting documentation/receipts must be attached to the claim form.

2.6 Any claim over £200 must be pre-authorized by the Chair of the Regional Management Board or the Treasurer.

2.7 You may claim for reasonable actual personal expenses whilst travelling on official business up to the limits set out in paragraphs below. These limits are based on thresholds identified by the Inland Revenue. Claims must be supported by receipts.

2.8 Claims made for expenses under this policy should clearly identify the activity for which the expense has been claimed against, with the correct cost centre inserted – see attached claim form.

3. ACCOMMODATION AND MEALS

3.1 Hotel accommodation should be equivalent to a Premier Inn or Travel Lodge standard. The full cost of the accommodation may be claimed and, when staying overnight, an allowance of £20 will be permitted towards the cost of breakfast, lunch and evening meal.

3.2 Personal incidental expenditure incurred during overnight accommodation, such as private telephone calls, video hire, laundry and bar bills are not reclaimable

3.3 If you stay with relatives or friends, rather than in a hotel, you are entitled to a flat payment of £15 per night. A receipt confirming the payment will still be required.

4 TRAVELLING EXPENSES

4.1 Volunteers are reminded that they should travel using standard class wherever practical. All journeys via public transport will be reimbursed on production of the ticket or ticket receipt. Netball South will not pay for volunteers or staff to purchase an initial Oystercard.

4.2 Taxis

Taxis may only be used when:-

- there is no access to public transport; or
- you are carrying heavy baggage; or
- you are suffering from any impediment that makes public transport impractical;
- there would be a saving of either time or cost; or
- you are required to work past the time of realistic safe public transport facility.

4.3 Air Travel

Air travel will be economy or equivalent and must be within budget and agreed by the Treasurer, prior to purchasing a ticket.

4.4 Travel insurance

Travel insurance will NOT be covered by Netball South.

5 MOTOR VEHICLES

5.1 You may use a private motor vehicle and claim the following mileage allowance rates. Regardless of the engine size of the car all mileage can be claimed at:

40p per mile

45 per mile if car sharing

These rates are within Inland Revenue limits and cannot create a personal tax liability. There are no supplementary allowances for carrying a passenger. Mileage can be claimed for the entire journey

5.2 You may use short-term car hire if this offers a reasonably efficient and economic means of transport. Cost of car hire and petrol will be reimbursed.

5.3 You will be reimbursed the cost of reasonable and necessary garaging and parking fees, tolls and ferry charges incurred.

5.4 If using a private motor vehicle you may claim the distance travelled provided you have taken the route you judge to be quickest.

6 MOTOR INSURANCE

Your own insurance must cover business use. Please contact your insurer to ensure you are covered for business use. There is not normally a charge for this but you must advise your insurer. In the unlikely event you are involved in an accident whilst on Netball South business you need to ensure you and your passengers may claim against your own insurance. Netball South does not have insurance in place to cover you and/or your passengers whilst travelling on business.

7 REIMBURSEMENT OF EXPENSES

7.1 The expenses form at schedule 1 should be used for all expenses claimed, and care should be taken to ensure the correct cost centre is inserted.

7.2 It is the claimant's responsibility to ensure that the necessary approvals are obtained and that claims are correctly completed. Invoices, tickets, and any other documents needed to support the travel claim must be attached to the form.

7.3 Claims will be reimbursed by BACS within 15 days of receipt of a valid expense claim form.

8 OFFICIATING and TOURNAMENT PERSONNEL

8.1 National

All umpires, scorers, tournament referees and table officials who officiate at Super and Premier League matches are paid expenses only, which are claimed via England Netball. Netball South has no responsibility in relation to these expenses.

8.2 Regional

All umpires, scorers, mentors allocated by the OTSG, tournament referees and table officials who are requested to officiate at Regional events by the Officiating Technical Support Group (OTSG) will be paid travelling expenses. These expenses will be paid by the clubs or direct from the OTSG.. The Region's policy is to pay only expenses for officials.

Where clubs are responsible for obtaining their own officials then it is that club's responsibility to pay the official's expenses and any fees that the official may levy.

Umpires undertaking two Regional games on same day will be paid an honorarium of £10.00 to cover refreshments.

9 COACHING

9.1 Regional Academy

The Head Coach is employed by England Netball in the role of Regional Performance Coach. Assistant coaches involved in Regional Performance Academy/Regional Academy

training are appointed by Netball South on a self-employed basis, either at a set fee of £10 per hour plus travelling expenses, or on a CPD basis plus travelling expenses.

9.2 Regional Player Development Programme

Coaches with specific experience/skills may be appointed by Netball South on a self-employed basis to work with the Regional Performance Coach. Provided that the money has been budgeted for, they will receive a maximum fee of £20 per hour plus travel expenses. (This is also a CPD opportunity for county performance coaches to work with and learn from more experienced coaches.)

9.3 Netball Performance League

A Head Coach and Assistant Coach are appointed by Netball South on a self-employed basis. They receive a set fee including travel expenses, and are required to attend all matches and training sessions. (This is a further opportunity for county performance coaches to attend training on a CPD basis.)

10 SELECTORS/SCOUTS

Qualified selectors are entitled to claim expenses for the following:-

Regional Academy Festival

Regional Schools Tournament

Team South trials

Regional Academy trials.

If a county requests the attendance of a scout(s) then that county is responsible for the travel expenses of the scout(s).

11 CONTACT DETAILS

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