

Document Date: 01.06.2022  
Review By: Finance Director

Date Adopted by Board: 29.06.2022  
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### **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 contact Director of Finance.

### **2. GENERAL PRICIPLES**

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

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

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

2.4. Netball South may refuse to meet any expenses that are considered unreasonable or which could have been avoided had the journey been better planned.

2.5. It is the claimant's responsibility to submit an accurate claim for expenses which complies with this travel and expenditure policy. All travel claims, regardless of how it is paid for, must be claimed for using the latest version of the expenses claim form.

2.6. Any person who makes a false claim under this policy renders themselves liable to disciplinary action.

2.7. Claims must be submitted within three weeks of the date to which expenses have been incurred

2.8. Supporting documentation / receipts must be attached to the claim form and not submitted individually or separately.

2.9. Any claims over £200 must be pre-authorised by the Function Director or Director of Finance.

2.10 Claims made for expenses under this policy should clearly identify the activity for which the expense has been claimed against.

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### **3. ACCOMMODATION AND MEALS**

3.1 Hotel accommodation should be no more of 3 star standards. Costs of up to £90 per night will be paid without pre- authorisation. Payments over £ 90 per night must be pre-authorised by Function Director or Director of Finance.

3.2 Where an overnight stay is required meals may be claimed for, with receipts up to the limits below:

- Breakfast = £ 10.00
- Lunch = £ 10.00
- Dinner = £ 20.00

3.3 No payment for accommodation will be made to those staying with relatives or friends, rather than in a hotel. You are still entitled to claim for food as per 3.2.

### **4. TRAVEL EXPENSES**

Travel expenses for those travelling on official Netball South business will be reimbursed as outlined below:-

#### **4.1 Motor Vehicles**

- 4.1.1. Private motor vehicle mileage claims will be paid at the HM Revenue and customs tax free maximum (currently 45p per mile) regardless of the engine size of the car, up to 10,000 miles each tax year then 25p per mile thereafter.
- 4.1.2. If car sharing, an additional 5p per mile will be paid.
- 4.1.3. Mileage claims MUST include the Post Codes between which the travel was undertaken, see Expenses form for more detail. RAC route planner will be used to spot check any claims
- 4.1.4. Reimbursement for the cost of reasonable and necessary parking fees, tolls and ferry charges will be made when accompanied by a receipt.
- 4.1.5. It is the responsibility of the motor vehicle driver to ensure they have the correct insurance for driving on Netball South business. No payment will be made towards the cost of motor insurance premiums.

#### **4.2 Rail**

Cost of Standard class rail tickets can be claimed on the production of copies of the ticket or receipt. Those travelling by rail should aim to minimise the cost of travel by utilising Advance pre-booked tickets or traveling Off Peak where practicable.

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## 4.3 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 cost or significant time; or
- You are required to work past the time of realistic safe public transport facility.

## 4.4 Air Travel

4.4.1 Air Travel will be economy or equivalent and must be within a budget and agreed in advance by the Function Director or Director of Finance.

4.4.2 Travel Insurance will not be covered by Netball South.

## 5. REIMBURSEMENT OF EXPENSES

5.1 The expenses form is available on the Netball South web page and should be used for all expense claims.

5.2 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 and not sent individually or separately.

5.3 There is a 2 stage authorisation process for payment:

- i. All claims must be submitted to the relevant Function Director for approval by the 10<sup>th</sup> of the month and within three weeks of the date of incurred expense.
- ii. If your claim has been incurred across 2 Functions, IE. For umpiring and coaching, then the expense claim must be sent to both Function Directors for approval.
- iii. Once the Function Director has approved an expense claim it will be sent direct to the Director of Finance for payment by BACS on the 20<sup>th</sup> of the month.

## 6. OFFICIATING LEAGUE COMPETITIONS and TOURNAMENTS

6.1.1 All umpires, game officials and mentors allocated directly by the Netball South Technical Support Group (OTSG) will be paid travelling expenses.

6.1.2 Umpires undertaking two regional league games on the same day may claim receipted expenses of up to £ 10 for food and refreshments on the day of the games.

6.1.3 All claims must be submitted to the relevant Function Director for approval by the 10<sup>th</sup> of the month.

6.1.3a Any claims for the Period 1<sup>st</sup> Sept to 31<sup>st</sup> Dec, must be submitted by 10<sup>th</sup> Jan

6.1.3b Any claims for the Period 1<sup>st</sup> Jan to 20<sup>th</sup> April, must be submitted by 10<sup>th</sup> May

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### 7. CONTACT DETAILS:

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