



## **GUILDFORD & GODALMING ATHLETIC CLUB LIMITED**

### **POLICY FOR REIMBURSEMENT OF EXPENSES: EFFECTIVE FROM 1 SEPTEMBER 2023 ONWARD**

It is Club policy to reimburse reasonable expenses which have been properly incurred by Club members in connection with their role in volunteering for the Club. This policy covers out-of-pocket expenses incurred by Coaches, Officials, Committee Members and Directors but will also cover expenses incurred by other Club members when acting in a voluntary role on Club matters.

Examples of the types of expenses which are typically covered by this policy are travel expenses, purchases of items for Club use (such as numbers for races, first aid kit supplies, starter's ammunition) and entry fees incurred by Team Managers for certain events.

**All claims should be made on the expense claim form [link to form] and submitted to the Club Treasurer [treasurer@ggac.co.uk](mailto:treasurer@ggac.co.uk)** with appropriate receipts to support the claim.

ALL CLAIMS SHOULD BE SUBMITTED WITHIN A REASONABLE PERIOD ONCE THE EXPENSE HAS BEEN INCURRED AND IDEALLY BEFORE THE CLUB FINANCIAL YEAR END OF 31 DECEMBER EACH YEAR. CLAIMS FOR EXPENSES INCURRED MORE THAN SIX MONTHS AGO MAY THEREFORE BE REJECTED AND NOT REIMBURSED – THIS WILL BE AT THE DISCRETION OF THE CLUB COMMITTEE.

#### **Travel expenses**

The Club will reimburse reasonable travel expenses including travelling expenses for Coaches incurred when travelling to training sessions and to team events, for Officials and Team Managers travelling to events for the Club, for Committee and Board members attending Club meetings. This includes congestion, ULEZ or similar charges.

Receipts should be obtained for transport fares such as rail or coach travel. Amounts above £50 for any return journey should be pre-approved by a Committee member via email before being incurred.

If mileage costs are being claimed, these will be reimbursed at a rate of 45 pence per mile. Mileage should be measured from the individual's home address to the venue (and return) unless circumstances are such that an alternative, lower, measurement would be more appropriate (for example if the individual was working or staying elsewhere before travelling to the venue).

Individuals making any claims for mileage are required to confirm that their car is roadworthy, has appropriate insurance and that the costs were fairly incurred when travelling on behalf of the Club in a voluntary capacity. For the avoidance of doubt, a parent taking their child to an event should not claim travel costs if the travel was not primarily for the purposes of volunteering for the Club.

#### **Other out-of-pocket expenses**

Claims for other out-of-pocket expenses should be supported by receipts. If in any doubt, individuals should check with a Committee member before incurring any such expenses, especially if the amount involved is significant (over £50). Team Managers should confirm that entry fees are for team events approved by the Committee. There are a number of events the Club traditionally enters but if there is any doubt please check with a Committee member.

#### **Refreshments**

The Club does not normally reimburse costs of refreshments purchased directly by volunteers – refreshments are sometimes supplied at events (particularly for officials), or individuals may wish to bring their own if they do not wish to purchase refreshments.

#### **Flat rate expenses**

Previously, annual flat rate expenses were paid to Team Managers. **Please note that this is no longer Club policy.** If Team Managers incur any travelling or other out-of-pocket expenses in their role, they should be claimed as described above.