

Purpose

West Hockey's aim is to ensure that all volunteers are reimbursed fairly for any expenses incurred, whilst complying with its legal obligations under relevant company law and guidelines from HMRC. It is not possible to issue guidelines for every possible circumstance, but the underlying principle is that any claim should be fair and reasonable and within the parameters set by West Hockey Ltd. If there is any doubt regarding a claim or the validity of any claim, please contact the Finance Director for further guidance.

What expenses can be reimbursed?

A volunteer may only claim for reimbursement of expenses which have actually been incurred whilst carrying out duties for West Hockey Ltd, or that apply the agreed rates below.

Reimbursement of Travel

The distance for which travel expenses may be claimed should be based on the distance between the address from which the volunteer has travelled, or home, (whichever is closer) and the location of the pitch/venue.

- ❖ Car/van: 35p per mile
- ❖ Motorcycle: 24p per mile
- ❖ Bus/Train: second/standard class ticket, taking advantage of early booking rates if possible

If a second volunteer to the same match/meeting is a passenger in the car or van for some or all the journey, the driver may claim reimbursement of an additional 5p per mile for that portion of the journey.

Claims should show the starting and ending postcodes and a declaration of distance travelled for which a claim is being made.

Reimbursement of Subsistence

Subsistence is generally limited to £5 and can only be claimed when the following criteria has been met.

- ❖ If you have been volunteering at an all-day West Hockey event
- ❖ Expenses Form should be accompanied by a scanned copy of the receipt if over £5 or a signed declaration that the expense was incurred, if under, and a receipt is not available.

Reimbursement of Accommodation

Overnight accommodation can be used where an official is appointed on more than 1 day in the same or a similar location or where an arrival before 9am is required. Wherever possible we would ask you to stay with friends or family to avoid incurring the expense of a hotel. If a hotel is needed, we would request you keep costs to a minimum by using the cheapest reasonable advance booking rate.

- ❖ If you are travelling a long distance (approximately 100 miles or more from your home)
- ❖ If you are appointed on more than 1 day to the same or a similar location or
- ❖ If you are appointed to an event that requires you to arrive before 9am
- ❖ If you have been authorised to stay overnight
- ❖ A receipt is required
- ❖ A maximum of £60 will be paid

If staying overnight in a hotel, up to £10 can be claimed for the additional cost of an evening meal – a receipt is required.

Reimbursement of Other Expenses

All expense claims must be made On the Expenses Form. the 'other' column is for purchases that are not covered by the above and must always be supported by a full receipt and a description of the nature of the claim.

Any items placed in the 'other' section, should have been authorised before submission by the Finance Director or a subcommittee member e.g. Chair to whom authority has previously been delegated by the Finance Director. Any claims that have not been pre-authorised will be returned unpaid.

Expenses Claims & Payment

It is the claimant's responsibility to ensure that a West Hockey Expenses Form is correctly completed at latest within a 3-month period of the expenses being incurred, including the submission of receipts that match the claim in terms of value, date and goods

Expenses will be paid directly into your bank account by BACS. Payment will be made once a month and claims **MUST** be submitted promptly electronically to the address on the claim form. Submission of a completed electronic claim from a personal email will be accepted as validly made by the person if scanning of a signed form is not possible.