



# Expenses Policy

## Purpose

Cornwall 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 Cornwall Hockey Association. If there is any doubt regarding a claim or the validity of any claim, please contact the Treasurer 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 Cornwall Hockey Association, 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 Cornwall 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 Overnight Stays**

On rare occasions, coaches, officials or any other individual acting on behalf of and requested by Cornwall Hockey Association may be asked to travel distances, where the travel distance/time combined with the activity, may necessitate an overnight stay due to it being unreasonable to expect any such person/s to perform these duties in a single day.

The decision to authorise overnight accommodation can only be taken in exceptional circumstances or where the cost to Cornwall Hockey Association is less than the travel expenses which would be incurred in the case of a two-day event on consecutive days.

Authorisation of any overnight accommodation must be requested prior to booking and can only be authorised by the Chair of the appropriate committee.

In general, overnight accommodation may well be approved on the following grounds;

When attending an all-day event and the travel distance/time combined with the all-day event would result in the individual 'participating' in the event for more than twelve hours.

In exceptional circumstances, where at a single day activity the individual would be expected to commence travelling at an unreasonable time to fulfil the duties requested by Cornwall Hockey Association in the manner and to the standard expected.

When participating in a two-day event over consecutive days, where the combined travel cost of travelling to and from the venue on both days would exceed the sum of a single days travel and a single nights accommodation to a maximum value of £60.00.

In all cases which are approved, the individual will only be reimbursed for the accommodation on the presentation of a completed expenses form with accompanying receipt and to a maximum value of £60.00 per night.

- **Reimbursement of Other Expenses**

All expense claims must be made on the Cornwall Hockey 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 Treasurer or a committee Chair to whom authority has previously been delegated by the Treasurer. 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 Cornwall 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. All expense claims must be submitted prior to the end of year deadline of 30 April.

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.