



POLICY DOCUMENT: REIMBURSEMENT OF EXPENSES

Scope of Policy

This policy sets out the circumstances in which expenses will be reimbursed by the Yorkshire and North East Powerlifting Federation (“YNEPF”) to its members (or, at the discretion of the Chair and/or the Treasurer, to non-members who volunteer at competitions), in respect of official duties and/or volunteering.

Expense Categories

The following expenses will be reimbursed, subject to approval by the Treasurer or (if unavailable) the Chair:

1. British Powerlifting annual membership fees, for the following people:
 - a. Referees who are active within the division (ie have refereed at least two divisional competitions in the current membership year)*
 - b. Active members of the Executive Committee (Chair, Treasurer, Secretary, DCO(s), Technical Officer(s), Records Registrar, Equipment Manager, Media and/or Merchandising Officer(s))
 - c. At the sole discretion of the Chair, “co-opted” members of the Executive Committee, in respect of unofficial duties.
2. Travel expenses in respect of travel from home to the competition venue for the following categories of people:
 - a. Competition officials
 - b. Volunteers (to include table staff, platform crew, members of the core set-up / tear down crew, Exec members in attendance in an official capacity, and/or others at the sole discretion of the Chair)
3. Subject to prior approval by the Treasurer or (if unavailable) the Chair, incidental expenses reasonably incurred by members of the Executive Committee in relation to the performance of their duties. Such expenses may include the purchase of equipment / materials for competitions, postage and packing costs for paperwork or other materials, “thank you” gifts for outgoing members of the Executive Committee etc. As noted above, approval must be obtained from the Treasurer (or, if unavailable, the Chair) **prior to** the expenditure being incurred.
4. Where possible, YNEPF will provide refreshments (tea, coffee, water / soft drinks, snacks, meals) for officials and volunteers present on-site during competitions. Where this is not possible, reasonable subsistence expenses will be reimbursed, subject to approval by the Treasurer.

Policy Name: Reimbursement of Expenses

Revision: 1

Date: 21 June 2021

Drafted By: Carole O’Neil (Chair)

Approved By: Gemma Surtees (Treasurer)



* in circumstances where referees' membership fees have been refunded by British Powerlifting in respect of refereeing duties at national competitions, no additional reimbursement will be made by YNEPF.

Procedure for Reclaiming Expenses

Volunteers wishing to claim expenses should provide their email address to the table staff. An Expense Claim Form will be issued for completion and submission to the Treasurer via the YNEPF email address (ynepfentries@gmail.com). A copy of the Expense Claim Form is included as an Appendix to this document.

All expenses claims (other than mileage claims) must be supported by receipts.

For incidental expenses incurred outside of competition days, a claim may be submitted by email to the Treasurer at ynepfentries@gmail.com, with supporting receipts.

Reimbursement will be made by BACS transfer or by PayPal as soon as reasonable practicable (normally within one month of the submission of the claim). It is the responsibility of the member making the expense claim to ensure that the bank details provided with the claim are correct. The YNEPF accepts no responsibility for lost payments in circumstances where incorrect bank details have been provided, and no additional payment will be made to compensate for these.

Amounts to be Claimed

Mileage claims will be reimbursed at the rate of 25p per mile. Mileage may only be claimed in respect of the miles actually travelled, and no additional reimbursement will be made in circumstances where a member provides transport for other members of the division.

Claims for refreshments must not exceed £10 per claimant per day, and must be supported by receipts.

Any other expenses must be approved in advance by the Treasurer or (in their absence), the Chair. Any expenditure exceeding (or expected to exceed) £250 will require approval by both the Treasurer and the Chair.

Approval of Claims

Claims submitted in accordance with this policy will be reviewed by the Treasurer. Claims submitted which do not comply with this policy will be rejected.

Any appeals in relation to the rejection of an expense claim by the Treasurer should be submitted in writing to the Chair, via the YNEPF email address (ynepfentries@gmail.com), stating the grounds upon which the appeal is based, and providing supporting documentation (receipts, correspondence etc) as appropriate.

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EXPENSE CLAIM FORM

NAME: _____

CONTACT NUMBER: _____

EMAIL: _____

DATE EXPENSES INCURRED: _____

TOTAL MILES TRAVELLED*: _____ (for mileage claims only)

POSTCODES OF TRAVEL*: _____ (for mileage claims only)

AMOUNT CLAIMED: _____

* Note that mileage will be reimbursed at a rate of 25p per mile

BRIEF DETAILS OF EXPENSES INCURRED: _____

For all expenses other than mileage, receipts must be provided to support the claim.

Bank OR PayPal Details for Reimbursement

NAME ON ACCOUNT: _____

SORT CODE: _____

ACCOUNT NUMBER: _____

PAYPAL EMAIL ADDRESS: _____

Declaration

I confirm that these expenses were incurred in connection with my role as an official / volunteer for the Yorkshire and North East Powerlifting Federation.

Signed: _____

Date: _____

ONCE COMPLETED, PLEASE SUBMIT THIS FORM, TOGETHER WITH ANY SUPPORTING RECEIPTS,

TO YNEPFENTRIES@GMAIL.COM

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