



Expenses Policy

Purpose

Worthing Hockey Club's aim is to ensure that all volunteers & contractors 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 Worthing Hockey Club (WHC). If there is any doubt regarding a claim or the validity of any claim, please contact the club Treasurer for further guidance treasurer@worthinghockey.co.uk.

What expenses can be reimbursed?

A volunteer/contractor may only claim reimbursement of expenses which have actually been incurred whilst carrying out authorised duties for WHC, or that apply the outline below.

Reimbursement of Travel

For eligible journeys we will reimburse members* at the rate of £0.25p per mile. Milage to be calculated from the Club House (using postcode BN16 4HH) to the pitch where the game is played.

- ❖ Travel expenses can only be claimed for travel to AWAY games unless specifically agreed with the club Treasurer.
- ❖ Travel expenses must be claimed within 7 days of the match date or they will not be accepted.
- ❖ To be eligible to claim travel expenses to a game you must have taken at least 2 other players (umpire, manager/coach) to the game in your vehicle.

In order to claim travel milage you must submit an email to treasurer@worthinghockey.co.uk cc'ing your team captain including details of:-

- ❖ each way milage and total distance
- ❖ details of fixture date and time E.g. Worthing Ladies 3's vs Crowborough 3's 7th March @ 12:00
- ❖ Full names of who travelled in the vehicle.
- ❖ Bank details for reimbursement (Account holder, Bank name, Sort code, Account number)

*Members need to be fully paid in club subscription and match fees at the time of expense submission or they are null and void. Parents of junior members will be entitled to claim on behalf of the junior member.

Reimbursement of Authorised Service (*Umpiring, Event bar work etc.*)

This section references umpire and bar work, but is not limited to those duties. Service expenses must be agreed by committee prior to investing your time. In order to claim service expense, you must submit an email to treasurer@worthinghockey.co.uk

- ❖ For Umpiring - details of fixture date and time E.g. Worthing Ladies 3's vs Crowborough 3's 7th March @ 12:00
- ❖ For authorised time. Detail of your duty, date and hours along with who instructed.
- ❖ Service expenses must be claimed within 7 days of the date of service or they will not be accepted.
- ❖ Bank details for reimbursement (Account holder, Bank name, Sort code, Account number)



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Reimbursement of reoccurring claims

Invoices for duties carried out in agreement with the executive committee such as coaching will need to be submitted on a monthly basis in accordance with your service contracting terms in which you have been engaged (this could be an email of engagement). These invoices will be submitted to treasurer@worthinghockey.co.uk and include the PO number for that year included in the service contract.

- ❖ Invoices should contain a unique invoice number (self-generated).
- ❖ Invoice lines should hold detail of hours, dates and rates, along with core details around the claimant Name, address, bank details.
- ❖ Claims must be submitted within 3 months of the date of activity to be accepted and processed.
- ❖ Elapsed submissions will not be reviewed and considered for processing.

Reimbursement of Other Expenses

Any cost incurred in which is being claim for reimbursement must have been agreed either by the club Treasurer in advance of any purchase or work starting by way of Purchase Order numbers or by request of the executive committee (this may be validated at the time of payment processing). Claims should be submitted to treasurer@worthinghockey.co.uk within a month (30 days) of activity or expenditures in order to be processed.

- ❖ Claims for purchases must include a receipt of costs either scanned or photo where applicable.
- ❖ Detail around the claim should be included to give an overview of what was asked, carried out and claimed
- ❖ Elapsed submissions will not be reviewed and considered for processing.
- ❖ Bank details for reimbursement (Account holder, Bank name, Sort code, Account number)
- ❖ TIME over and above what was agreed will NOT be reimbursed in any way, we are a voluntary organisation.

Expenses Claims & Payment

It is the claimant's responsibility to ensure that a WHC reimbursement process is correctly completed within the timeframe outlined 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. Claim payments may be processed once a month but a quicker response will be endeavored. Claims MUST be submitted promptly electronically to the address on the claim policy. Submission of a completed electronic claim from a personal email will be accepted as validly made by the person if scanning or attachment of receipts is not required.

Regards

WHC Treasurer

With support of the WHC executive committee