Expenses

These expenses guidelines detail the expenses policy that must be adhered to when reclaiming expenses from the club where you been authorised to incur expenditure as part of your designated duties. The purpose of the expenditure policy to ensure control over the levels of expenditure and seek to achieve value for money.

General

All expenses should be submitted by email to treasurer@teambathas.co.uk together with a clear description of what aspect of club business the expense was for.

Individuals are required to retain and submit receipts to support all expense claims. The only expenses not requiring supporting receipts for payment are car mileage claims. Claims must be submitted no later than four weeks after the end of the month in which they are incurred.

All valid Expenses must be pre-authorised by one of the following: TBAS Chairman, TBAS Secretary or the TBAS Treasurer.

Travel

TBAS will reimburse travel costs incurred on club business when not travelling to your normal place of work. Any cost associated with travel to and from the usual place of work will not be reimbursed.

Public Transport

Travel on public transport should be booked in advance and wherever possible. Should train journeys be required, the expectation is that 'timed' trains will be booked vs 'open tickets' given the considerable cost difference.

Car Mileage

A car should be used for club purposes when travelling by car is the most practical means of travel. Individuals may only use a private car for club purposes if they have full comprehensive insurance cover, to specifically include use for business purposes, proof of which will be requested on an annual basis. Mileage will be paid at the published HMRC advisory fuel rate in force at the time expense was incurred: https://www.gov.uk/guidance/advisory-fuel-rates

Taxis

The club will not reimburse the cost of taxis unless previously approved in advance and in writing by one of TBAS Chairman, TBAS Secretary or TBAS Treasurer.

Parking/Tolls/ULEZ and Congestion Charge (Central London)

The club will reimburse parking and toll fees incurred on club travel where the cost of travel, including the amount claimed for mileage, is less than other forms of travel or where the car is the only practical means of travel.

Only the standard daily rate for congestion charge is reclaimable in Central London via the expenses, provided it is incurred whilst travelling on company business. The club will not pay any additional costs or fines for non-payment.

Hotels

Individuals may claim the costs incurred for overnight stays, including breakfast, when staying away on club business when it is impractical to return home. The costs of the room should be no more than £150 per night in London or £100 per night elsewhere, unless approved in advance in writing by one of TBAS Chairman, TBAS Secretary or TBAS Treasurer.

Staying with friends/relatives

When an overnight stay is required for club purposes and individuals stay with friends/relatives rather than use a hotel, an allowance of £20 each (for the host and individual) will be paid to individuals (e.g., to allow a takeaway etc. to be purchased).

Meals

When travelling and staying overnight away from home, the club will reimburse reasonable meal allowance supported by receipt (average at £20 per dinner including food and beverages).

Petty Cash

Petty cash can only be claimed by designated officers up to a value of £50, otherwise an expense form needs to be completed. Petty cash can be signed off by one of TBAS Chairman, TBAS Secretary or TBAS Treasurer.

Expenditure limits

Designated officers of the club have the authority to spend up to £500 on activities they have been asked to carry out. Any expenditure above £500 must be pre-approved by one of TBAS Chairman, TBAS Secretary or TBAS Treasurer.