



# **Newham and Essex Beagles Athletic Club**

## **Expenses and Travel Policy**

## **1. Purpose of the Policy**

This policy sets out the rules and procedures for travel and related expenses incurred on behalf of the club. It ensures that all travel is authorised, cost effective, transparent, and fairly reimbursed.

## **2. Scope**

This policy applies to all coaches, officials, volunteers, athletes, and committee members who travel on behalf of the club for training, competitions, meetings, or official club business.

## **3. Payment Authorisation**

- All travel must be approved in advance by the relevant club officer (e.g. Chair, Treasurer,) or Executive Management Committee Team Member
- No expenses will be reimbursed without prior authorisation, except in exceptional circumstances.
- Claims submitted without approval may be refused.

## **4. Car Mileage**

- Personal car use must be pre-approved.
- Mileage will be reimbursed at the club's agreed rate **25p** per mile (to be reviewed annually).
- Mileage claims must include:
  - Date of travel
  - Start and end locations
  - Purpose of travel
  - Total miles travelled
- Mileage claims should be submitted within the agreed timeframe of 30 days from the date of event.

## **5. Car Hire ?**

- Car hire must be approved in advance.
- The most cost effective and appropriate vehicle should be selected.
- Insurance options should be discussed at the time of booking.
- Receipts must be provided for reimbursement.

## **6. Petrol Payments**

- Petrol costs for personal vehicles should not be claimed separately if mileage is being claimed.
- All petrol claims must be supported by receipts.

## **7. Hotel Bookings**

- All hotel bookings must be approved before booking.
- Accommodation should be budget conscious and appropriate for the purpose of travel.
- The club will only cover accommodation costs for individuals travelling on official club business.
- The club will not cover costs for spouses or partners
- Receipts and booking confirmations are required for reimbursement.

## **8. Flights**

- Flights must be approved before booking.
- Economy class should be booked wherever possible.
- The most cost effective option should be chosen, balancing price and practicality.
- Receipts and booking confirmations must be provided.

## **9. Food and Subsistence**

- Reasonable food costs may be claimed for NEB-AC coaches, officials, volunteers, athletes, and committee members when volunteering at NEB Open meets or hosting NEB-AC league meets.
- Receipts must be provided for all food claims.

## **10. Expense Claims Process**

- All expense claims must be submitted using the club's expense claim process.
- Claims should be submitted within the agreed timeframe of 30 days from the date of event.
- Receipts must be attached for all claims, except mileage claims.

## **11. Non-Allowable Expenses**

The following will not be reimbursed:

- Personal expenses unrelated to club business
- Costs for non-approved travel
- Expenses for spouses/partners

## **12. Policy Review**

This policy will be reviewed annually by the club's Executive Management and General Committee members and updated as required.