

South East Hockey Limited

Expenses Policy

Approved on 4 October 2021

Purpose

South East Hockey Ltd.'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 every claim should be fair and reasonable and within the parameters set by South East Hockey Ltd. If there is any doubt regarding a claim or the validity of any claim, please contact the Finance Director for further guidance.

What expenses may be reimbursed?

A volunteer may only claim for reimbursement of expenses which have actually been incurred whilst carrying out duties for South East Hockey Ltd. The amount which may be claimed is dependent upon the type of expense incurred and is set out in the following sections.

Reimbursement of travel expenses

The distance for which travel expenses may be claimed should be based on the distance between the venue/pitch and the address from which the volunteer has travelled, their home address, or the boundary of the South East area if they are travelling from outside the area, whichever is the shortest. The rate of reimbursement depends upon the method(s) of travel as set out in the table.

Method of travel	Rate of reimbursement
Car/van	30p per mile
Motorcycle	24p per mile
Bicycle/e-scooter	20p per mile
Bus/Train/Tram	The cost of a second/standard class ticket, taking advantage of discounted rates if available. Receipts must be kept.

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Reimbursement of subsistence expenses

Claims for the reimbursement of subsistence expenses can only be claimed when the following criteria have been met.

- *Officials appointed by the Area Officiating Committee to Area League matches*

All home teams are expected to offer post-match hospitality to appointed officials. If an Official is appointed to more than one match in a single day at different venues and is unable to partake of the post-match hospitality provided at the first match through having to leave directly after the game, a claim for reimbursement of subsistence costs incurred may be made. This claim, which will be limited to £5, should be accompanied by a scanned copy of the receipt or, in exceptional circumstances, a maximum of £3 may be claimed when a receipt is not available. Entry of the expense into GMS constitutes acceptance of the above conditions, and receipts should be kept.

- *Officials appointed by the Area Officiating Committee to other Area matches, events, or tournaments*

Any such Area match, event, or tournament, which has an expected duration of more than 4 hours, should include a specific policy either for the provision of subsistence or the reimbursement of subsistence expenses to appointed Officials. This policy should be agreed in advance with the Finance Director. Any claim for reimbursement, which will be limited to £5, should be accompanied by a scanned copy of the receipt or, in exceptional circumstances, a maximum of £3 may be claimed when a receipt is not available. If the Area match, event, or tournament has an expected duration of under 4 hours, no reimbursement of subsistence expenses will usually be permitted. The cost of this expense should be covered by the entry fees for the match, event, or tournament.

- *Other volunteers*

Any Area event (including matches and tournaments) which has an expected duration of more than 4 hours should include a specific policy either for the provision of subsistence or the reimbursement of subsistence expenses to appointed Officials. This policy should be agreed in advance with the Finance Director. Any claim for reimbursement, which will be limited to £5, should be accompanied by a scanned copy of the receipt or, in exceptional circumstances, a maximum of £3 may be claimed when a receipt is not available. If the Area event (or match or tournament) has an expected duration of under 4 hours, no reimbursement of subsistence expenses will usually be permitted. The cost of this expense should be covered by the entry fees for the event.

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Reimbursement of committee and administration expenses

The Directors of South East Hockey Ltd. will arrange for the provision of a method of holding meetings by its committees electronically and those costs will be borne by the Company.

▪ *In person meetings*

If needed, each committee may meet in person and the associated costs must be included in the annual budget. The expenses which may be reimbursed for in person meetings will generally be limited to room hire costs and travel expenses of those required to attend. Travel costs will be reimbursed at the rates noted above. Room hire costs should be reasonable and relate to a suitable venue, sufficiently convenient to those required to attend.

Expenses for in person meetings which are not budgeted for will not be reimbursed.

▪ *Administration and finance software*

The Directors of South East Hockey Ltd. will arrange for the provision of suitable technology to enable the Directors and the appointed committee members to share, store and access documentation and records required for the operation of the Company. And these costs will be borne by the Company.

The Directors of South East Hockey Ltd. will arrange for the provision of suitable technology to enable the Finance Director and any committee treasurers to prepare and maintain committee and member accounts and those costs will be borne by the Company.

▪ *Other committee and administration expenses*

Directors and committee members are expected to make use of these technology solutions to minimise the amount of documentation which needs to be printed or otherwise shared in physical formats. As such, printing, copying and postage costs will only be reimbursed where there is a requirement for hard copies only.

Reimbursement of other expenses

Any other items, the costs for which are to be reimbursed, should have been authorised in advance by the Finance Director or a Lead Committee Chair to whom authority has been previously delegated in writing by the Board of South East Hockey Ltd. Any such claims should be accompanied by a scanned copy of the receipt(s).

Any claims which have not been pre-authorised will be returned unpaid.

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How to claim reimbursement of expenses

For all appointments made via the GMS, the reimbursement of travel expenses should be claimed via the GMS process as set by England Hockey and South East Hockey Ltd.

All other claims for reimbursement of expenses should be made using the GMS or the Expenses Claim Form if the functionality in the GMS is not available. It is the claimant's responsibility to ensure that the form is correctly completed, including the submission of any relevant supporting documentation that matches the claim in terms of value, date and goods. The form should be submitted after the expense has been incurred and no later than 3 weeks after the end of the financial year to which it relates. South East Hockey Ltd.'s financial year ends on 30 April annually.

Reimbursed expenses will be paid directly into the claimant's bank account by BACS within 4 weeks of the claim being submitted.

Next review due 30 June 2022