



BERKSHIRE NETBALL EXPENSES POLICY

1. INTRODUCTION

1.1. This policy sets out the procedures for claiming reimbursement of travel and other related expenditure necessarily incurred on official business for Berkshire Netball. It defines the responsibilities of both the claimant and the authoriser.

1.2. The guidance cannot cover every eventuality. If you have any queries please contact the Treasurer at berkshirenetballtreasurer@gmail.com

2. GENERAL PRICIPLES

2.1. Berkshire Netball will reimburse costs necessarily incurred by volunteers in the performance of their duties on behalf of the county association. Examples of expenditure covered include travel, stationary, postage, printer accessories. All claims (excluding travel) must be supported by receipts.

2.2. Berkshire Netball may refuse to meet any expenses that are considered unreasonable, or which could have been avoided.

2.3. All claims over £200 must be approved by the Finance TSG in advance.

2.4. There should be no tax liability for necessary expenses paid, however, Berkshire Netball accepts no responsibility for any tax or National Insurance that may become due on any reimbursements made. It is the responsibility of the claimant to ensure expenses are declared to HMRC if necessary and to pay any relevant tax that may be due.

2.5. It is the claimant's responsibility to submit an accurate claim for expenses which complies with this Expenses Policy. All claims must be submitted using the latest version of the expenses claim form available on the Berkshire Netball website.

2.6. Any person who makes a false claim under this policy renders themselves liable to disciplinary action.

2.7. Claims must be submitted within six weeks of the date to which expenses have been incurred.

2.8. Supporting documentation / receipts must be sent with the claim form and not submitted individually or separately.

3. TRAVEL EXPENSES

3.1. If travel expenses are authorised, they will be paid at the prevailing HMRC approved mileage rate. This is currently £0.45p per mile up to 10,000 miles then £0.25p per mile thereafter.

3.2. If car sharing for Berkshire Netball business, an additional £0.05p per mile can be claimed by the driver.

3.3. If claiming travel expenses, it is the responsibility of the driver to ensure they have the correct insurance for driving on Berkshire Netball business. No payment will be made towards the cost of motor insurance premiums.