



## Expenses Policy Effective from 8th May 2011

### POLICY

Netball Europe has a responsibility to its members to ensure that expenditure on expenses is properly incurred, controlled and cost effective.

Management Committee Members, Netball Europe sub group Members and other people representing Netball Europe should be appropriately reimbursed for any reasonable costs incurred wholly, exclusively and necessarily in the performance of their duties. NE will not accept claims for expenses when the meeting or event is not essential for the business of Netball Europe.

When incurring expenses, claimants are expected to ensure costs incurred represent value for money.

### PERFORMANCE OF DUTIES

Management Committee Members, Netball Europe sub-group Members and other people representing Netball Europe will be entitled to claim expenses in accordance with the policy when they:

- i. Attend a Management Committee meeting or any associated sub-group meeting that they are nominated to attend.
- ii. Represent Netball Europe at a meeting, event or conference at the request of the Chairman, including Council, AGM and EGM.
- iii. Attend any Event organised by Netball Europe in an official capacity with the prior agreement of the Chairman.

Where individual Netball Europe personnel are invited by Countries/Members to visit them for any reason, including development purposes, then all costs incurred, including travel, accommodation and meals, must be paid by the host country.

### PRINCIPLES / ENTITLEMENTS

#### Authorisation & Timing

Authorized and fully completed expense claims forms will be paid by the NE finance Officer within 28 days from receipt of the claim form with supporting receipts. Payments of claims that are unclear or not supported by receipts may be delayed whilst queries are resolved.

All claims for expenses must be submitted within 3 months of the event or meeting. Claims for expenditure greater than 3 months old will only be paid in exceptional circumstances and must be authorised by the Chairman.

#### Receipts

Claims must be supported by receipts. Any unreceipted expenditure will only be authorised and paid in exceptional circumstances.



## Travel Expenses

Management Committee Members, Netball Europe sub group Members and other people representing Netball Europe will be entitled to claim travel expenses in support of the areas listed above under “Performance of Duties.”

Where travel costs for a planned journey are likely to be high, advantage must be taken of concessionary fares, cheap day tickets and rail card options where appropriate.

Individuals should ensure that they have their own personal travel insurance which will cover them if they are unable to travel for whatever reason including illness. Netball Europe will not reimburse expenses for tickets for travel which have not been used.

## Subsistence Allowance

Where subsistence (Breakfast, Lunch and Dinner) is not already provided as part of the accommodation package, individuals will be entitled to a **maximum** amount of **£25.00** per day for breakfast, lunch and dinner, supported by receipts.

## Travel & Subsistence Allowances

### *Mileage*

Travel by car is acceptable where it is more efficient and economical than the use of public transport. For example, where there is no appropriate public transport for the route; where there are significant files or equipment to be transported; or where there are time and cost savings involved. Travel by car should be agreed in advance with the Finance Officer giving the reasons for needing to use this mode of transport.

Claims in respect of mileage allowance must be detailed on the claim form. The claimant must be able to prove that the journey was both necessary and was solely for NE business purposes.

Claimants who use their own car must ensure that they hold a valid driving licence for the vehicle driven, the vehicle is licensed, their insurance cover extends to business use (no charge should be made to the company for any additional cost in respect of ‘business use’ on the claimant’s private insurance cover) and that the car is roadworthy, fit for purpose and has a valid MOT certificate if required.

The mileage rates are set out below and include the cost of consumables such as oil, screen wash, etc.

- a) **Private Cars:** 35p per mile
- b) **Motorcycles:** 24p per mile
- c) **Bicycles:** 20p per mile.

### *Rail Travel*

Claimants are required to use off-peak and discount fares where possible. Tickets must be booked at the earliest opportunity to take maximum advantage of cheap rate fares. Where an event or meeting has been arranged with significant notice then any representative of NE must book their travel tickets as soon as possible. Actual expenditure up to the standard rate will be reimbursed.

### *Tube, Bus and Taxis*

Travel should be by tube or bus wherever practical, particularly for short journeys.



Where it is impractical to use a tube or bus, for example because of heavy luggage, a taxi may be used. However, avoid any additional charges, such as pre-bookings or waiting time, and where possible, arrange travel times so that taxis can be shared.

Do not use taxis for long distance travel, except where the cost of such journeys is less than the cost of travel by other economical means.

Claimants should note that tips given in addition to taxi fares will not be reimbursed.

### *Overseas Travel*

Travel whilst overseas will be paid at cost, and must be supported with receipts. The most cost effective mode of transport must be used.

Countries/Members who have invited Netball Europe personnel to visit their country to support with Development (including Coaching and Umpiring) are responsible for all costs relating to hotel accommodation, meals, and transport. The host country is responsible for ensuring that the visitor is not expected to cover any of these costs.

### *Air Travel*

Air travel should normally be used when there is a cost advantage because of savings of subsistence allowances or if the urgency of the journey justifies any extra cost. Travelling should be economy class and through low cost airlines, promotional fares and similar offers where practical, particularly on short flights.

**Countries/Members who book flights on behalf of umpires/UAP/coaches/management for Netball Europe events and competitions must agree the costs in advance with the Netball Europe Finance Officer.**

### *Car Parking/Congestion/Tolls*

Car parking/congestion/toll charges incurred will be reimbursed when supported by a VAT receipt.

### *Hotel Accommodation*

If a host country books accommodation that is more expensive than the amounts below then individuals will be reimbursed. However, Members who are organizing events and meetings on behalf of Netball Europe should try to book accommodation within the agreed rates.

Hotel accommodation should only be booked where it is not possible or unreasonable to travel away from and back to home in the same day. Bookings should be made at the lowest cost possible for appropriate accommodation in the required location. Receipts must be provided. Maximum hotel rates per night inclusive of breakfast are as follows:

	London	Other UK cities	Other
Hotel including breakfast	£85.00	£60.00	£50.00

'No show' charges are not reimbursable.

The above amounts are inclusive of VAT. Actual receipts should support expense claims.

Drinks, private phone calls, newspapers, in-room entertainment, laundry service, etc. must be paid for personally and not claimed.

Any hotel costs outside of the allowance, including overseas hotel costs, must be agreed by the Chairman prior to incurring the costs.



### *Essential Meals*

Any meals including breakfast and lunch that are purchased at or near your home or place of work will not be reimbursed.

Where possible, accommodation should be booked on a fully inclusive basis. Where this is not possible, the actual cost of an **evening meal** up to £12.00 per day (inclusive of non-alcoholic beverages) may be claimed. Should an individual choose to eat out of the hotel, a receipt must be obtained.

If a service charge is added to the restaurant bill this may be paid. If however there is no service charge, tips or gratuities will not be reimbursed.

### **3<sup>rd</sup> party entertaining**

All requests for 3<sup>rd</sup> party entertainment must be agreed in advance with the Chairman who will authorise the request as appropriate and confirm maximum spend for both food and beverages (including alcohol if it is deemed suitable).

### **Non-allowable expenditure**

Non-allowable expenditure as detailed below may not be claimed, charged to Netball Europe or reimbursed to claimants in any circumstances or by any method (includes purchase order; direct invoice; expense claim; advance or petty cash)

- miscellaneous hotel charges
- parking fines
- gifts of a personal nature
- gratuities and tips
- travel and subsistence for events that you have been invited to in a personal capacity or as a personal guest
- the travel and subsistence expenditure of spouses or other travelling partners unless the attendance of the spouse is an integral part of an event
- expenditure not related to Netball Europe activity

### **Claimant Declaration**

By signing and submitting an expense claim form the claimant is confirming that all the particulars are correct and, in each case, necessary for the fulfillment of their duties.