

GBSA
Expense Travel & Reimbursement Policy
By GBSA Board



Version History

| Date | Version | Author | Comment |
|------------|---------|-----------|-----------------|
| 19/03/2024 | V1.0 | Jim Drain | Version created |
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DOCUMENT PURPOSE

This policy sets out the procedures that should be followed when UK and Overseas GBSA representatives are travelling or staying in accommodation on behalf of GBSA. This document supersedes all other financial documentation on the subject of expense, travel, and reimbursement.

It is acknowledged that in certain circumstances it may be necessary to operate outside the terms of this policy. Any variations must be agreed in writing with the relevant Trustee or Chairperson before arrangements are made.

Failure to comply with this policy could result in the individual having to bear the excess costs and could lead to disciplinary action.

This policy applies to anyone operating on behalf of GBSA.

1 Introduction

- 1.1 GBSA Director of Finance and the Chairperson are exclusively authorised to give permission to travel outside your country of normal residence, prior to any arrangements being made e.g. air tickets, hotel bookings and/or car hire.
- 1.2 This document should be adhered to if you will be claiming expenses from GBSA and includes, but is not limited to, Board Members. Senior Management Member, Judges, Official, Trustees and Members of the National Coaching team are also included. *For clarification, please refer to Chairperson or Director of Finance*

2 Responsibilities

- 2.1 Everyone operating as a GBSA representative is responsible for adhering to this policy.
- 2.2 Director of Finance or the Chairperson will authorise and monitor expenses. They are additionally responsible for highlighting any discrepancies.
- 2.3 All GBSA representatives are responsible for ensuring they obtain best value for money and for adhering to this policy.
- 2.4 All GBSA representatives must provide comprehensive factual claims for reimbursement promptly, supported by local VAT receipts, vouchers, or other proof of payment. Failure to provide supporting documentation could result in the expense being deemed personal by GBSA and/or the Inland Revenue and therefore who will not be satisfied.
- 2.5 Director of Finance & Director of Operations are responsible for the review, monitoring and updating of this Policy.
- 2.6 GBSA will not reimburse expenses for any representative who will be also attending a GBSA event in another capacity, whether that be as an official, coach or as part of a club. *(E.g if a coach is in attendance with their club in that same weekend in an official capacity)*
- 2.7 Where an official is only officiating for a short part of an event (4 hours or under) overnight accommodation will be provided the evening before if the event commences before 9.00am. The Officials Commission should ensure this option is as a last resort due to the increased cost.
- 2.8 Officials will be expected to share a twin room. If a single room is desired, the difference in rate will be charged.
- 2.9 Expenses will be paid to any GBSA representative who is fulfilling a role within any GBSA Seminar or an organised Training Day, National Squad *(E.g Presenting or assisting with the organisation of a Seminar and teaching at a Training Day and National Squad)*

3 Expenses

- 3.1 We do not expect GBSA representatives to fund travel and subsistence expenditure out of their own pocket. Therefore, we will reimburse reasonable and necessary expenses based on actual costs incurred by GBSA representatives, in line with the rates shown below.
- 3.2 All claims for reimbursement of expenditure should be made on a GBSA Expense Claim Form as soon as possible. This form is circulated with this policy.
- 3.3 Receipts, vouchers, or other proof of payment must support each claim. Expenses are then authorised by Director of Finance or the Chairperson as appropriate.
- 3.4 All claims for expenditure must be made within one month of incurring the expenditure. Should this not happen for some unavoidable reason, approval must be sought from Chairperson. Payment will be made by BACS.

4 General Travel

- 4.1 Travel should be planned as far as possible in advance to take advantage of cheaper fares and allow flexibility in the time of travel to obtain best value for money.
- 4.2 All GBSA representatives are expected to take the most cost-effective means of travel available.
- 4.3 All travelling arrangements should be planned and considered carefully before booking any mode of transport. For example, if it is cheaper to drive than taking the train, then this should be considered. Likewise, it may be cheaper to travel by train than to drive.
- 4.4 Car v Flying is the consideration that should be given to alternative travel solutions compared to flying to demonstrate GBSA's commitment to sustainability and reducing our carbon footprint.

Transportation

- 4.5 Rail travel will normally be in Standard Class.
- 4.6 Please note that a fare can be much cheaper if two single tickets are purchased rather than a return ticket, but this needs to be checked before purchase. All tickets should be purchased as soon as the date of travel is known to reduce the overall cost of travel.

Travel by Car

- 4.7 Where GBSA representatives use their own vehicles for approved business purposes, a mileage allowance of 45p per mile will be paid.
- 4.8 If a GBSA representative wishes to claim a lesser amount, to support GBSA then actual fuel costs or reduced pence per mile will be very much appreciated.
- 4.9 Overseas rates are agreed with the Director of Finance on an annual basis or when there are significant movements in costs of fuel.

Air

- 4.10 The GBSA standard is Economy Class throughout the world.
- 4.11 All GBSA representatives should find a competitive deal with operators before booking tickets, including low-cost carriers, discounted tickets, and tickets through gateways outside the country of origin. At least 3 quotes are required for long haul. Where possible GBSA will organise travel for teams.

Taxis

- 4.12 Taxis should only be hired when public transport is unavailable or when there are special circumstances such as significant inconvenience, unfamiliar locations, when representatives are carrying heavy or bulky packages or luggage, safety issues, or reasons of economy, e.g. a group of people when combined public transportation costs would be higher.
- 4.13 Wherever possible taxis or mini cabs should be pre-booked at a fixed rate.
- 4.14 Taxis for journeys home may only be used in exceptional circumstances and with the agreement of the appropriate Director

5 Accommodation & Subsistence

- 5.1 GBSA representatives are expected to take advantage of any negotiated deals and apply best value.
- 5.2 GBSA representatives who need to stay away overnight, will have their accommodation arranged by the Hospitality Manager for GBSA organised events. If a GBSA representative has to book their own accommodation in an area where we have secured rates, then they should book at one of these hotels. If not in the first instance a Premier Inn, Travel Lodge or Holiday Inn (if within a reasonable distance of the rink). However, if the rate is cheaper then they may stay in a 3- or 4-star accommodation providing that this is agreed with the Chairperson or Director of Finance.
- 5.3 It is appreciated that, given global differences in the cost of living and fluctuating exchange rates, the guide figure at 6.2 may need to be exceeded on occasions. However, you must always have consent from the Director of Finance or Chairperson prior to booking.
- 5.4 No charges relating to mini bars (other than for water or a soft drink), films or newspapers will be reimbursed. If the stay is over 7 days, or in exceptional circumstances (e.g. loss of luggage) reasonable laundry services may be charged (i.e. no more than £25 or the local currency equivalent).
- 5.5 GBSA representatives travelling on business may claim for a maximum of £35 for meals in a twenty-four-hour period (Dinner £25 and Breakfast £10). All expenditure must be supported by receipts, and you may not carry over any part of this unspent allowance to another day.

6 Property & Assets

- 6.1 Personal Property, Theft & Insurance: We do not carry insurance to cover personal property. Therefore, you are responsible for any personal property during any GBSA event. We do not accept liability to provide compensation for loss or damage to personal property whilst representing GBSA.
- 6.2 Security of GBSA Assets: If a GBSA representative takes a valuable item on a business trip (e.g. music equipment) it must be supervised closely at all times or locked away in a cupboard or other secure location. It must not be left in the boot of a car or left unattended.

7 Reimbursement

- 7.1 GBSA will take every reasonable attempt to reimburse GBSA representatives within 72 hours of the submission of an expense form with subsequent VAT receipts/proof of payment. Reimbursement will be made to the claimant via a BACS transfer.

8 Table Of Reimbursement Rates

| Rate Type | Value |
|--|-------|
| Mileage | 45p |
| Breakfast (this should be provided at the event in most cases) | £10 |
| Dinner | £25 |
| Gratuity | £0 |