GBSA
Expense Travel & Reimbursement Policy
By GBSA Board

Version History

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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 Executive Board Member 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, Officials, Trustees and Members of the coaching team. For any clarifications, please refer to the Chairperson or Director of Finance

2 Responsibilities

2.1 Everyone operating as a GBSA representative is responsible for adhering to this policy.

2.2 The relevant funcrion Director will authorise and monitor expenses in linw with 8.3. 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 will not be reimbursed.

2.5 Director of Finance is responsible for the review, monitoring and updating of this Policy.

2.6 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.

2.7 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 GBSA event) unless they are also there attending in another capacity for example club when these expenses would be split in line with policies below.

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 found on the GBSA website.

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 relevant Executive Board Member.

3.5 Payment will be made by BACS transfer.

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 vs 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.

5 Transportation

Travel by Rail

5.1 Rail travel will normally be in Standard Class.

5.2 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

5.3 Where GBSA representatives use their own vehicles for approved business purposes, a mileage allowance of up to 45p per mile will be paid.

5.4 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.

5.5 Overseas rates are agreed with the Director of Finance on an annual basis or when there are significant movements in costs of fuel.

5.6 Where a GBSA representative travels with any individual who is not acting on behalf of GBSA (for example, a coach, parent, spectator or athlete), only 50% of the total mileage may be claimed. For instance, if a journey totals 100 miles, only 50 miles will be eligible for reimbursement. Responsibility for ensuring the correct claim is submitted rests with the claimant.

Travel by Air

5.7 The GBSA standard is Economy Class throughout the world.

5.8 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.

Travel by Taxis

5.9 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.

5.10 Wherever possible taxis or mini cabs should be pre-booked at a fixed rate.

5.11 Taxis for journeys home may only be used in exceptional circumstances and with the agreement of the appropriate Director.

5.12 Where a GBSA representative shares a taxi with an individual who is not acting on behalf of GBSA, only 50% of the total fare may be claimed. Responsibility for ensuring the correct amount is submitted rests with the claimant.

6 Accommodation & Subsistence

6.1 GBSA representatives are expected to take advantage of any negotiated deals and apply best value.

6.2 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.

6.3 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.

6.4 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).

6.5 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.

6.6 All individuals are expected to share a twin room. Where a single room is requested, GBSA will cover 50% of the room cost. The remaining balance must be paid to GBSA prior to submitting any other expense claims. Responsibility for this payment rests with the claimant. This requirement may only be waived by the Director of Finance or the Chairperson, and any such waiver must be provided in writing.

6.7 Any GBSA representative who shares a room with an individual not acting on behalf of GBSA (for example, a partner, athlete an individual attending an event in another capacity) will be responsible for 50% of the room cost. GBSA will cover the remaining 50%. The claimant must pay their portion to GBSA prior to submitting any other expense claims. Responsibility for this payment rests with the claimant. This requirement may only be waived by the Director of Finance or the Chairperson, and any such waiver must be provided in writing.

7 Property & Assets

7.1 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.

7.2 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.

8 Reimbursement & Proccess

8.1 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.

8.2 All expense claims must be submitted within 7 calendar days of the end of the trip or, where no travel is involved, within 7 calendar days of the date of purchase.

8.3 All expense claims must be submitted to the relevant Function Head or Director using one of the following email addresses:

- officials@gbskateartistic.co.uk (Officials Commission)
- donna.wicks@gbskateartistic.co.uk
- lauren.jarvis@gbskateartistic.co.uk
- jim.drain@gbskateartistic.co.uk
- sue.thiele@gbskateartistic.co.uk
- daniel.withers@gbskateartistic.co.uk

Claims relating to Officials activities must be submitted to officials@gbskateartistic.co.uk.

8.4 Expense claims with a total value of less than £250 must be reviewed and approved by the relevant Function Head or Director. Once approved, the claim must be forwarded to the Payments Team at payments@gbskateartistic.co.uk for processing.

8.5 Expense claims with a total value of £250 or more must be reviewed and approved by the relevant Function Head or Director. The claim must then receive additional approval from both the Director of Finance and the Chairperson before being forwarded to the Payments Team for processing.

9 Table Of Reimbursement Rates

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