



EXPENSE CLAIM RULES FOR OFFICIALS

1. Introduction

- 1.1. GBWR funding comes principally from grants, sponsorship and charitable donations for the sole purpose of meeting GBWR's charitable objectives. Against this background it is essential that we use our finances wisely and that we are able to demonstrate good governance to our donors, partners and members.
- 1.2. This document sets out the GBWR policy on expense claims for GBWR officials at GBWR sanctioned events. It is to be strictly adhered to.
- 1.3. At non-GBWR sanctioned events, where GBWR has provided prior written agreement to reimburse costs, this policy will also apply.

2. Travel

- 2.1. GBWR will reimburse or offer a contribution towards expenditure on travel that is incurred in the course of officiating at GBWR competition. Officials are responsible for ensuring that no unnecessary costs are incurred and that GBWR receives good value for money.
- 2.2. The nature of GBWR's business is such that the officials are widely geographically dispersed and will therefore incur expense in order to carry out their duties at GBWR competition. As a result we want to ensure that officials are offered a level of reimbursement towards the costs incurred. GBWR will contribute a maximum of £150 towards the travel of an official to and from a GBWR sanctioned competition. An official may not therefore, claim any more than £150 for their travel expenses across a whole tournament. A cap on expenses ensures that the most cost effective method of transport is used for tournament attendance. Where officials share travel costs, e.g. through carpooling, the official submitting the expense claim may submit a travel expense claim up to a ceiling of £150 per official transported.
- 2.3. The following details travel related expenses and how the policy impacts upon them.
 - 2.3.1. Train - The train is often an efficient way of travelling and advance booking often offers very reasonable fares. The expectation is that officials will travel in Standard Class. Where there is a strong business justification for First Class it may be used but should be authorised by GBWR prior to booking and supplemented by way of a note on the expense claim form. Train tickets should be booked well in advance following the release of the schedule and confirmation of selection.
 - 2.3.2. Taxi - Journeys should generally be made by public transport. Taxi fares may be claimed where no suitable public transport is available, where travelling in an unknown locality, where heavy baggage or equipment is being carried, where time efficiency is critical or where the journey is either before 0700 or after 2100. Also a taxi may be used to and from railway or bus stations where the cost of parking a private car or concern for the car's security makes it sensible to do so.
 - 2.3.3. Hire Cars - It is permissible to hire cars where it is the most cost-effective means of meeting business requirements. The cost of the car hire will be reimbursed along with the actual cost of fuel.



- 2.3.4. Flights – GBWR officials may occasionally find that flying may be the most cost effective and appropriate mode of transport. Likewise, for some events officials who are from and / or based overseas may be selected.
- 2.3.5. Personal Car - GBWR officials may use their own personal cars for travel but are responsible for ensuring that such vehicles meet all the requirements of the law, including appropriate insurance cover for use of a personal vehicle for GBWR events. A rate of 40p per mile will be payable for duty travel, and officials are expected to travel via the most direct route except where significant time saving is demonstrated by taking an alternate route. Claimants are to detail the journey undertaken on a GBWR Expense Claim Form, which will note the event details alongside postcodes of departure and arrival locations, and miles travelled. Miles travelled can be calculated via online services such as Google Maps. All journeys should be entered as separate entries, for example separate entries detailing journeys from home to collect a second official, and between accommodation and venue etc. Where personal cars are used officials are encouraged to car share at any appropriate opportunity. This is to minimise costs and environmental impact.
- 2.3.6 Parking – Parking charges incurred in relation to GBWR events are claimable within the £150 cap on travel expense claims.

3. Subsistence

- 3.1. GBWR will provide subsistence for officials as follows.
- 3.1.1. If breakfast is not included in the accommodation package (see section 4.) or otherwise arranged by GBWR, breakfast claims will be reimbursed up to a ceiling of £5.
- 3.1.2. Lunch will be provided for officials during events, however in exceptional circumstances where GBWR is unable to arrange, or where GBWR is unable to cater for specific dietary requirements, lunch claims will be reimbursed up to a ceiling of £10.
- 3.1.3. GBWR will not typically arrange evening meals, and officials may submit evening meal claims up to a ceiling of £25 when staying overnight, or when anticipated return from a GBWR event is after 2100.
- 3.1.4. Reimbursement will not be made for alcohol.

4. Overnight Expenses

- 4.1. Where officials are required to stay away from home for the duration of the event, or where their attendance at early or late games makes an overnight stay practical and reasonable, GBWR will arrange and pay for in advance an official's accommodation. Accommodation will be on a twin basis with officials paired to share, unless otherwise agreed with GBWR.
- 4.2. Officials are expected to stay in accommodation arranged by GBWR, however GBWR appreciates that ties with clubs or family commitments may necessitate independent booking. Independently booked accommodation will be reimbursed based on the cost of overnight accommodation on a bed and breakfast basis paid on actual expense incurred up to the following regionally defined ceilings. Where accommodation is arranged on a room only basis, breakfast costs can be reimbursed in line with section 3. limits, provided the combined cost of breakfast and accommodation does not exceed the following:

London	£50	per night per official
Elsewhere	£45	per night per official





4.3. Officials requesting a single occupancy room may be charged a supplement if it is not practicable for GBWR to provide.

5. Other

5.1. GBWR will not be liable for, nor pay expense claims related to loss / damage of possessions, personal or hire vehicles, and the responsibility of appropriate insurance cover rests with the official.

5.2. Any additional charges, such as for lateness of hire car return or missed train journeys, will only be claimable where this is due to changes to confirmed GBWR schedules.

5.3. Reimbursement of any additional costs, including but not limited to fees for obtaining officiating licenses, should be agreed with GBWR before the expenditure is committed.

6. Receipts

6.1. Receipts for expenditure incurred are always to be obtained and forwarded to support claims. In the absence of a receipt, only in exceptional circumstances will an expense claim be approved for payment and in all cases the National Development Director (NDD) is to be made aware. The exception lies where a travel expense claim is submitted on a mileage basis for use of a personal car, where no receipt is required.

7. Clarification

7.1. GBWR appreciates the support we get from our officials, but those who are attending and have commitments with their clubs at an event, and only officiate for the occasional fixture, will not be entitled to claim expenses unless otherwise agreed by GBWR.

7.2. In the case of doubt as to how the rules apply in specific cases, or a request for exception, advice should be sought from the Compliance & Membership Officer before expenditure is committed, who will refer any queries requiring further discussion / decision to the NDD.

8. Responsibility

8.1. The responsibility for the accuracy of a claim rests with the claimant and where appropriate the NDD.