



## HNA REIMBURSEMENT OF 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 Hampshire Netball Association. 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.

### 2. GENERAL PRICIPLES

- 2.1. All expenditure **MUST** be pre-authorised by the Treasurer or fall within a pre-set and authorised budget allocated for that expenditure in the year. **NO** claims will be reimbursed if they do not meet this criteria.
- 2.2. Hampshire Netball Association will reimburse costs necessarily incurred by volunteers in the performance of their duties. Examples of expenditure covered include travel, stationary, postage, printer accessories. All claims must be supported by receipts. As per 2.1 above, all expenditure must be pre-authorised.
- 2.3. Hampshire Netball Association may refuse to meet any expenses that are considered unreasonable, or which could have been avoided.
- 2.4. There should be no tax liability for necessary expenses paid, however, HNA 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 Reimbursement of Expenses Policy. All claims must be submitted using the latest version of the Expenses claim form.
- 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 attached to the claim form and not submitted individually or separately.
- 2.9. Any claims over £100 must be pre-authorised by the Committee.

### 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 HNA 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 Hampshire Netball Association business. No payment will be made towards the cost of motor insurance premiums.

### 4. OFFICIATING LEAGUE COMPETITIONS AND TOURNAMENTS

- 4.1. All umpires, game officials and mentors allocated directly by the Hampshire Netball Association will be paid expenses as directed by the Committee as determined for each event or reason for the allocation. These expenses will be determined and agreed by the League Secretary and Treasurer.

Approved HNA Committee October 2022