

## **WELSH MASTERS ATHLETICS LIMITED**

### **Expenses policy**

Date: 16 December 2020

#### **Purpose**

This is to set out when the company will reimburse expenses incurred on WMAL business and the procedures to be followed. This is to ensure a transparent and fair system is in place, and WMAL does not make any payments to individuals which HMRC would deem to be taxable.

#### **Scope**

Expenses will only be reimbursed and, except for mileage, fixed rates will not apply.

Expenses for athletes who have been asked by their Team Manager to take part in an event at which they represent Welsh Masters will be reimbursed travel costs at the rates and maxima set out on the athletes' claim form. Overnight accommodation and subsistence are not reimbursed.

Expenses for athletic officials who have been invited to assist at an event which is being organised by Welsh Masters will be reimbursed travel costs at the rates and maxima set out on the officials' expense claim form. Overnight accommodation and subsistence are not reimbursed. It should be noted that athletic officials are normally provided with refreshments when they attend an event at either WMAL or the host club's expense.

Administrative expenses for other Board members where items have been purchased for Welsh Masters and immediate payment is required – eg stationery supplies. Wherever possible, purchases will be made direct from the supplier, eg for medals, vests, etc. Board members should check the most efficient arrangements in advance of commitment.

#### **Responsibility**

As WMAL is a member-owned voluntary organisation, all members should understand that costs must be properly controlled and the policy is there for their benefit.

#### **Procedure**

All expense claim forms must be accompanied by receipts, except for fuel for the individual's own vehicle. The forms must be completed and signed by the claimant, and authorised by the team manager or other officer responsible for the expense. The completed forms should be submitted to the Treasurer for payment. Reimbursement will be direct to the individual's bank account by funds transfer so it is less expensive to administer and the claimant receives reimbursement in a timely manner.