

1. Statement of intent

- 1.1. Employees of Skemer Community Boxing Club CIC are entitled to claim reasonable expenses incurred, whilst undertaking Skemer Community Boxing Club CIC duties.
- 1.2. We are committed to ensuring that no employee carries out their duties at a financial loss, as a result of expenses incurred when undertaking duties for Skemer Community Boxing Club CIC. Keeping in line with national standards of good practice in supporting employees.
- 1.3. We are aware Skemer Community Boxing Club CIC employees undertake activities that involve unpaid time and incur costs, to full fill their Skemer Community Boxing Club CIC duties. We will reimburse all reasonable expenses incurred through carrying out activities that comply with the following policy.

2. Aim

- 2.1. This policy aims to clearly indicate which expenses will be reimbursed and the process of how this would occur.
- 2.2. This policy covers all Skemer Community Boxing Club CIC board members and employees.
- 2.3. It does not cover expenses for volunteers, supporters, members or people participating in user involvement activities.

3. Methods

- 3.1. Prior to making a claim for expenses, please check that the expenses being claimed for:
- 3.2. Were a necessary expense incurred as a result of undertaking their role as a Skemer Community Boxing Club CIC employee is reasonable, and were made using the most cost effective method available, had prior approval from the treasurer and chair, occurred within the last 30 days.
- 3.3. Skemer Community Boxing Club CIC will reimburse employees for travel to and from organised committee meetings. As well as any travel undertaken as part of their role, including travelling to different locations, meetings (e.g. accountants, website, support, schools etc.), trainings and events.

4. Types of expense claims

- 4.1. Public Transport
 - Expenses for travelling on public transport, standard class only, on behalf of Skemer Community Boxing Club CIC can be

claimed including: bus, coach, train, tram, ferry and where appropriate, air travel.

- Where possible, employees should book tickets as far in advance as possible, making use of concessions, special offers or discounts
- We are unable to reimburse the purchase of any form of season ticket or rail card for example; young persons, senior or disability railcards – these are classed as a taxable benefit by HMRC, as they can be used for other journeys outside of Skemer Community Boxing Club CIC purposes

4.2. Taxis

- When planning to use a taxi, it would be useful for employees to provide a quote or estimation to the Skemer Community Boxing Club CIC treasurer and chair in advance for approval (if deemed necessary, referring to the committee, for further discussion).

4.3. Driving private vehicles

- Skemer Community Boxing Club CIC will reimburse the cost of travel, using private vehicles, at the following set mileage rates:

Mileage rates:	
Car	40p per mile
Motorcycle	24p per mile

- Parking costs, toll and congestion charges can be claimed, where necessary.
- Under no circumstance will Skemer Community Boxing Club CIC reimburse the cost of parking fines or speeding tickets.

4.4. Food and Drink

- In the instance of committee meetings, Skemer Community Boxing Club CIC will reimburse the reasonable cost of lunch up to the value of £5 (Unless lunch has been organised in advance).
- In any instance of volunteering for a full day (7.5 hours) with lunch not being provided, we will reimburse the reasonable cost of lunch, up to the value of £5.

- Under no circumstances will Skemer Community Boxing Club CIC reimburse the cost of alcoholic drinks.

4.5. Overnight accommodation

- On any occasion employees are required to stay overnight, the cost of rooms will be reimbursed up to a value in the range of £50 - £200 (location dependent) to be approved by the Skemer Community Boxing Club CIC treasurer and chair prior (if deemed necessary, referring to the committee, for further discussion).
- The cost of dinner for such overnight accommodation will be reimbursed up to the value of £10.
- If the cost of breakfast is not included within the cost of the hotel room, this will be reimbursed up to the value of £5.
- Where possible employees should book accommodation as far in advance as possible, making use of special offers or discounts.
- If employees are required to bring or support (see 4.6 below) to carry out their committee duties, accommodation can potentially be reimbursed, but must meet approval of the Skemer Community Boxing Club CIC treasurer and chair (if deemed necessary, referring to the committee, for further discussion).

4.6. Supporter costs

- We are aware some Skemer Community Boxing Club CIC employees may require additional support to complete some of their duties.
- We will reimburse the cost of subsistence and travel, for support deemed necessary. This support will vary depending on an individual's needs, but may include; assistance during travel, personal care, a sign language interpreter, translator or a hearing loop. The necessary support and a quote of the potential expenses (i.e. travel, subsistence, etc.) will be given to the treasurer and chair in advance for approval (if deemed necessary, referring to the committee, for further discussion).
- Skemer Community Boxing Club CIC will also cover the cost of any equipment required by an employee in order to carry out their role.

4.7. Administration costs

- Employees may incur administration costs undertaking their role, for example, making phone calls, printing or sending letters on behalf of Skemer Community Boxing Club CIC.
- The cost of phone calls, stationary and postage can be reimbursed when supported by receipts and/or an itemised bill.
- The cost of furniture, utilities including gas, electricity, broadband/phone lines will not be reimbursed.
- The cost of computer equipment will not be reimbursed, except when such computer equipment and/or computer programs are purchased solely to complete Skemer Community Boxing Club CIC duties.

5. How expenses are claimed and reimbursements made

- 5.1. Expenses will be claimed by returning the necessary Skemer Community Boxing Club CIC expenses claim form, along with all supporting receipts/documents as proof of purchase to:
 - Via E-Mail: info@skemerscbc.com
 - Or via Post to: Jubilee Hall, Wedmore Vale Bristol BS3 5HX
- 5.2. Skemer Community Boxing Club CIC aim to process all employee expense claims, including reimbursement of necessary expenses, within 12 weeks of when the form was received.
- 5.3. On any occasion when forms received are incorrect, or necessary information has been omitted, Skemer Community Boxing Club CIC strive to resolve the matter as soon as possible.
- 5.4. Where the Skemer Community Boxing Club CIC Treasurer or related parties are claiming expenses, their completed form will be checked and signed by the Skemer Community Boxing Club CIC's Administrator.

6. Claiming expenses

- 6.1. To ensure Skemer Community Boxing Club CIC employees are not 'out of pocket' we encourage claims for expenses to be made.
- 6.2. We are aware some employees would prefer not to claim expenses, however to enable a true representation of the running costs of Skemer Community Boxing Club CIC, including the costs of such volunteers, it is important claims are made and all figures accounted for.

7. Further information

- 7.1. Appendix 1 – Skemer Community Boxing Club CIC detailed expenses claim form
- 7.2. Appendix 2 – Skemer Community Boxing Club CIC (brief) mileage details expenses claim form

Appendix 2. Mileage Expense Claim Form

Full Name: _____ Role: _____

Vehicle Make and Model: _____

Mileage Rate _____ Pence per Mile

Date	Destination	Reason For Journey	Miles
Total Business Mileage			
Total Claimed @ Pence Per Mile £			

I CONFIRM THAT THE ABOVE IS A COMPLETE AND ACCURATE RECORD OF MY BUSINESS MILEAGE EXPENSES.

Signed _____ Date _____

Authorised By Position _____ Signature _____