HAVERHILL RUNNING CLUB EXPENSES POLICY

Expenses can only be incurred with the prior awareness and approval of the Committee.

Expenses are only currently recognised in the following categories, with the following conditions:

1. Re-imbursement of out-of-pocket expenses incurred in line with the service provision of normal club activities and events. For example: courses / event licences / trophy's

2. Mileage claims by members performing Executive duties on behalf of the club. Mileage claims are based on the HMRC Mileage Allowance Payments. These rates can be found at: https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax

3. Equipment purchases.

Expense claims must also be accompanied by all receipts and will not be paid before receipts are received. Receipts should be given to the Club Treasurer or a committee member. Receipts can be scanned or photographed and emailed or sent by WhatsApp. Please ensure images are in focus and sufficiently high resolution to be read and printed.

Expenses must be claimed in a timely manner and within three months of the expense being incurred.

Unless expressly agreed otherwise, supplier invoices must be passed to the Club Treasurer to settle and record directly within club accounts and not paid personally and then claimed on expenses.

Claims falling outside the above guidelines are possible as circumstances dictate but must be presented to the committee for consideration and approval before the expense is incurred. Unapproved expenses presented after the fact will be refused.

In case of any queries please contact the Club Treasurer or a member of the committee before incurring any expense.