

Introduction

This document defines who can claim expenses from BVF. The categories covered are:

- Officials eg Team Manager, Event Manager, Referee, Armourer, DT
- Part-time Officials eg Fencers acting as Referees
- Committee Members

Principles

A competition may be organised in the UK by an Event Manager.

A team may be taken to compete at an international competition by a Team Manager.

In both cases the Manager appointed by the BVF committee is responsible for the financial performance of the event and is in BF terms the Budget Holder.

The Budget Holder is required to prepare estimates of income and expenditure for his/her event and to submit the budget to the BVF committee for review and approval. The Budget Holder is not authorised to commit to any expenditure until the budget has been approved by the committee.

The Budget Holder has the discretion to pay for an official to attend an official function eg a gala dinner.

The Budget Holder has the discretion to agree in advance to reimburse officials' expenses. The official should be informed in writing with a copy to the Treasurer what he/she is authorised to claim.

The [Expenses Policy](#) adopted is that published by British Fencing.

This policy includes a mileage rate for travel by car and limits on claims for subsistence.

Officials

Officials may submit a claim based on their letter of appointment from the Budget Holder and which is compliant with the Expenses Policy.

The claim should be given to the Treasurer who will review the claim and raise any points of clarification with the Budget Holder.

The Treasurer will endeavour to settle the claim within 7 days.

Part-time Officials

A fencer at an event may be asked to act as an official. Expenses may be claimed as follows:

- | | |
|----------------|--|
| Travel: | 50% of (days acting in an official capacity) / (competition days) |
| Subsistence: | compliant with the Expenses Policy for the days acting in an official capacity |
| Accommodation: | compliant with the Expenses Policy for the days acting in an official capacity |

Committee Members

Committee members may claim travel costs incurred in attending committee meetings and necessary external meetings necessary for the business of BVF .

The cost of refreshments during meetings is to be paid for by BVF.

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