

## 1 Introduction

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

- Officials eg Team Manager, Event Manager, Referee, Armourer, DT
- Committee Members

and events which are:

- In the UK
- Overseas

The document defines who sets budgets for expenditure, what expenses may be claimed and how to claim them.

## 2 Budgets for Expenditure

### 2.1 Nomenclature

The **Budget Holder** is responsible for the financial performance of an event.

A Budget Holder may be:

- A **Team Manager** who takes a team to compete at an overseas event eg the World Championships.
- An **Event Manager** who organises an event in the UK eg the BVF Championships.

### 2.2 Responsibilities of the Budget Holder

The Budget Holder is required to prepare estimates of income and expenditure for his/her event based on templates provided by the Treasurer. The template will be based when possible on the previous year's event.

The Budget Holder is not authorised to commit to any expenditure until the budget has been approved by the Treasurer.

The Budget Holder has the discretion to invite other **Officials** to an event, these include:

- Referees
- Armourers
- DT staff

The Budget Holder has the discretion to offer to reimburse expenses incurred by Officials.

The official should be informed in writing of this expense document.

The Budget Holder has the discretion to invite an Official to attend an official function eg a gala dinner at BVF's expense.

### 3 Expenses Allowed

BVF reimburses reasonable expenditure necessarily incurred in attending Events.

In addition a per diem is offered to Officials.

Lunch and refreshments will be provided at the venue by the Event Manager on Competition days.

Allowable expenses are:

- Accommodation including breakfast to be agreed with the Budget Holder
- Travel by car at the rate of 25p per mile
- Reasonable car parking, road tolls or other travel related expenses
- Rail travel in standard class. Where possible tickets should be purchased early to take advantage of advance booking rates
- A per diem for every working day of the event to be agreed with the Budget Holder. This is to cover all food and drink
- Food and drink at cost when travelling to and from a UK event
- Incidental expenses such as ink/paper for DT.

In addition for overseas events:

- Flights in economy class using low cost operators wherever possible
- Cost of transfers between the airport and venue
- A per diem for days travelling to an overseas event to be agreed with the Budget Holder.

This is to cover all food and drink.

#### 3.1 Per Diem

UK events	Up to £ 65, to be determined by the Event Manager
Overseas events	€ 70 The £ equivalent to be set by the Treasurer depending on the current exchange rate

## 4 Committee Meetings

Committee members may claim travel and subsistence costs incurred in attending BVF committee meetings and external meetings necessary for the business of BVF. A per diem is not to be claimed.

The cost of refreshments during BVF meetings is met by BVF.

## 5 How to Claim

### 5.1 Officials

Officials may submit a claim based on their letter of appointment from the Budget Holder and which is compliant with the Expenses Policy. An [expenses claim form](#) is available on the BVF website.

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

The Treasurer may withhold an expense if it is not allowed by these rules and his/her decision is final.

Wherever possible a claim should be supported by a valid receipt.

### 5.2 Committee Members

Expenditure must be agreed in advance with the BVF Chairman or Treasurer and must avoid a conflict of interest.

Committee members may submit a claim based on their agreement and which is compliant with the Expenses Policy. An [expenses claim form](#) is available on the BVF website.

The claim should be forwarded to the Treasurer for authorisation and payment.

### 5.3 Methods of Payment

The Treasurer will endeavour to settle the claim within 7 days and will use on-line banking whenever possible. The Treasurer will email confirmation of payment to the claimant.

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