

BRITISH FENCING EXPENSES CLAIM FORM - NOTES

Travel

Officials may claim for expenses incurred in travelling as follows:

- Standard class rail fare,
- Standard class public road travel,
- Economy class air travel (where agreed in advance with budget holder),
- Taxi fares (where reasonable public transport is not available),
- Vehicle hire charges and associated specific fuel costs (where agreed in advance with budget holder),
- Travel by private car at a rate of 25 pence per mile,
- Travel by private motorcycle at a rate of 24 pence per mile,
- Transporting other officials as passengers in a private vehicle at a rate of 5 pence per mile (per vehicle, not per passenger),
- Road and bridge tolls,
- Parking fees (airport parking only where agreed in advance with budget holder).

Accommodation

Accommodation will be offered where the time and venue at which an official is to undertake activities for British Fencing would necessitate the official leaving home earlier than 07:00 (or returning home later than 00:00) to travel by the most reasonable mode of transport. Accommodation will be offered on a shared room with breakfast basis and, wherever practicable, will be booked by British Fencing. Where accommodation is booked by the official the expenses that may be claimed are limited to the amount that would have been incurred by using the Premier Inn, Ibis or similar establishment nearest to the venue.

Subsistence

Where possible, British Fencing will arrange for adequate food and refreshments to be made available during events. Where such provision is not made the actual cost of such subsistence may be claimed subject to the following limits:

- Lunch and daytime refreshment to a limit of £10.00 per day,
- Evening meal costs to a limit of £25 per day.

When travelling to, from, or as part of an activity the actual cost of food and refreshments may be claimed subject to the following limits:

- Journey time up to 2 hours; no claim permitted,
- Journey time between 2 hours and 5 hours; £5,
- Journey time between 5 hours and 10 hours; £10,
- Journey time between 10 hours and 15 hours; £15,
- Journey time over 15 hours; £20.

The total subsistence costs that may be claimed are restricted to a maximum of £40 for any 24 hour period.

Other Items

Where an official has had to make purchases or incurred other expenses as part of their activities they may claim reimbursement of these expenses where agreed with the budget holder.

Claims

All claims must be made on the attached form and must be submitted to the BF Finance Office within 28 days of the event to which the claim relates. British Fencing aims to reimburse within a 28 day period from receipt. All claims must be signed, or sent with a cover e-mail. These will be counter-signed by the person responsible for the event and authorised by a senior manager.

Receipts

Claims for all items except for mileage rates must be supported by receipts. It is accepted that it is not always possible to provide receipts for parking, tolls, vending machine purchases or other small scale items. Officials must make all reasonable efforts to obtain appropriate VAT receipts.