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| Policy Number: | 05         |
| Version:       | v2025.1    |
| Release Date:  | 20/01/2025 |

## **EXPENSES POLICY**

### **1. Policy Scope**

The purpose of this policy is to define the requirements to claim expenses from the County. The County Treasurer is responsible for implementation of this policy.

- 1.1. This policy applies to all Elected officers of the County.
- 1.2. This policy applies to all DNAA members who represent the County at recognised events throughout the year.
- 1.3. This policy applies to all DNAA members who officiate as Judges within the County.
- 1.4. Other expense claims will be considered by the Executive Committee on an individual basis.

### **2. Definitions**

AGB - Archery GB, the governing body.

NCAS - Northern Counties Archery Society, the region.

DNAA - Durham and Northumberland Archery Association, the county.

SPOC - Single Point of Contact (Judges).

### **3. Procedure**

#### **3.1. Elected Officer Expenses**

- 3.1.1. Expenses may be claimed by any Elected Officer to cover the cost of consumables such as postage and packaging, printing and paper etc. required to fulfill their duties.
- 3.1.2. Expenses may be claimed by submitting receipts for reimbursement or, where requested, a cash in hand allowance may be given of an amount to be agreed by the Executive Committee.
- 3.1.3. Where a cash in hand allowance is given, receipts must be handed to the Treasurer who will keep a log of the cash in hand balance remaining and arrange to top it up where necessary.
- 3.1.4. Expenses for travel may be claimed by Elected Officers when on official County business at the rate given in 3.4.1
- 3.1.5. No expenses will be paid for Elected Officer attendance at County Meetings unless a special dispensation has been agreed by the Executive Committee eg. due to personal circumstances.

### **3.2. DNAA members representing the County.**

- 3.2.1. Any member selected to represent the County at any event may claim travel and accommodation expenses as detailed in 3.4 and 3.5.
- 3.2.2. Representing the County may be as a member of a County Team, serving on a sub-group or working party, providing service at County days or other specific role, agreed by the Executive Committee.
- 3.2.3. Claims will be processed after the event upon submission of the claim form (Appendix A).

### **3.3. DNAA Members officiating as Judges**

- 3.3.1. Subject to a minimum of 8 days within the County, Judges may claim back their AGB membership fee. This is in addition to the grant paid to Judges by NCAS.
- 3.3.2. Due to the AGB Personal Anniversary system, claims will be processed in the last month of the claimant's membership and will apply to the claimant's current membership year Eg. a membership fee paid in Oct 2024 can be claimed back in Sept 2025. The SPoC will be provided with details of when each judge may make their claim.
- 3.3.3. Claim forms will be provided by the SPoC and should be returned to them to be verified and submitted to the Treasurer for reimbursement.

### **3.4. Travel Expense Rates**

- 3.4.1. Travel expenses will be awarded at the following rates -
  - 3.4.1.1. £0.28 per mile for 1 participant per vehicle.
  - 3.4.1.2. £0.05 per mile for a participant travelling as a passenger.
- 3.4.2. Travel expenses are awarded only for those attending in an official capacity and not for spectators accompanying for the event, with the exception of a parent/guardian as outlined in 3.4.4
- 3.4.3. Where participants share a vehicle it should be stated where passengers were picked up. If a passenger travels to the pick up point they may claim expenses for that separately to the participant who is driving.
- 3.4.4. Where a junior (under 18) is selected to represent the County at an event, it is recognised that a parent/guardian will need to attend with them. Therefore one parent/guardian may also claim the travel expense allowed for a passenger.

- 3.4.5. The mileage will be worked out using the home and venue postcodes, including those of any participating passengers picked up along the way and accommodation where appropriate.
- 3.4.6. Distance will be calculated using Google Maps to find the quickest route. An alternative route or transport method may be taken at the claimant's preference but will not be considered for claim purposes.

### **3.5. Accommodation Allowance**

- 3.5.1. Where the distance to the event is greater than 100 miles an allowance of up to £40.00 is payable to each participant. A receipt for accommodation must be provided.
- 3.5.2. The allowance will be paid in relation to the number of days of the event, ie. a 1 day event = 1 night's accommodation allowance, a 2 day event = 2 night's accommodation allowance etc.
- 3.5.3. The allowance is given regardless of the type or cost of the actual accommodation used.
- 3.5.4. Where an event holds a junior event and senior event on two consecutive days and both parent & child are representing the County, each will be eligible for 1 night's accommodation allowance.
- 3.5.5. Where a junior (under 18) is selected to represent the County at an event, it is recognised that a parent/guardian will need to attend with them. Therefore one parent/guardian may also claim the accommodation allowance.

## 4. Appendices

### Appendix A

| DNAA Expenses Claim Form                                                                                                                                                                                                                                                                               |                                                    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--|--|
| Expenses will be paid to members representing DNAA on the County team, and Officers selected to attend to support the teams. Where members travel together, the archer whose car it is should claim the travel expenses. Google Maps will be used to calculate the distances using the quickest route. |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Date of Event                                      |  |  |
|                                                                                                                                                                                                                                                                                                        | Duration of Event                                  |  |  |
|                                                                                                                                                                                                                                                                                                        | Event Name                                         |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Name of Claimant                                   |  |  |
|                                                                                                                                                                                                                                                                                                        | Home address of Claimant                           |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
| A                                                                                                                                                                                                                                                                                                      | Home Postcode of Claimant                          |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Event address                                      |  |  |
| B                                                                                                                                                                                                                                                                                                      | Event Address Post Code                            |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Name Passenger 1                                   |  |  |
| C                                                                                                                                                                                                                                                                                                      | Pick up point of Passenger 1                       |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Pick up point Postcode of Passenger 1              |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Name Passenger 2                                   |  |  |
| D                                                                                                                                                                                                                                                                                                      | Pick up point of Passenger 2                       |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Pick up point Postcode of Passenger 2              |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Name Passenger 3                                   |  |  |
| E                                                                                                                                                                                                                                                                                                      | Pick up point of Passenger 3                       |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | Pick up point Postcode of Passenger 3              |  |  |
|                                                                                                                                                                                                                                                                                                        |                                                    |  |  |
|                                                                                                                                                                                                                                                                                                        | If staying at accommodation for duration of event. |  |  |
| F                                                                                                                                                                                                                                                                                                      | Name of Accommodation                              |  |  |

|  |                                          |  |  |
|--|------------------------------------------|--|--|
|  | Address of Accomodation                  |  |  |
|  |                                          |  |  |
|  | Post Code of Accommodation               |  |  |
|  |                                          |  |  |
|  | Please provide bank details for payment. |  |  |
|  | Name of account                          |  |  |
|  | Account number                           |  |  |
|  | Sort code                                |  |  |

## 5. References

This policy was developed with reference to the minutes of the County Meeting 15/8/22

## 6. Document History

Drafted 31/12/2024

Approved at County Meeting 20/1/2025