



**Rugby Fives Association**

**Expenses Policy**

Including travel, accommodation, subsistence and other expenses

Effective from: February 2020

## **1. Scope**

1.1. The policy sets out the rules for claiming travel, accommodation, subsistence and other expenses incurred in connection with attending matches and tournaments organised by the Rugby Fives Association ("RFA").

1.2. The policy applies only to students in full time school or university education who might otherwise not be able to afford to cover their costs of travelling to participate in an RFA competition.

1.3. For the avoidance of doubt this policy supersedes any other RFA guidance on travel and expenses.

1.4. The policy was approved by the RFA Board on 31<sup>st</sup> January 2020 and is effective from 1<sup>st</sup> February 2020.

1.5. The policy will be reviewed annually from January 2021 and any changes approved by the RFA Board

1.6. The updated policy will be published on the RFA's website.

## **2. Principles**

2.1. Responsibility for compliance with this policy rests with students making claims ("the claimant") for the reimbursement of expenses and their approving tournament organiser/match manager ("the authoriser").

2.2. The RFA assumes no obligation to reimburse expense claims that are not compliant with this policy.

## **3. Individual Responsibility**

3.1. This policy attempts to assist claimants and authorisers to understand what can and cannot be claimed for and what is considered reasonable. In the interests of value for money and to support the appropriate use of RFA funds, claimants are expected to be prudent in their spending. Authorisers are required to be diligent in their review and approval of expenses to avoid the RFA incurring any unnecessary expense.

## **4. Claiming Expenses**

4.1. Tournament Organisers will receive a budget. Claims will be pro-rated downwards if the budget is exceeded.

4.2. All claims for expenses should be made promptly. Claimants should submit expense claims within one month of the tournament taking place except where there is an acceptable reason for delay.

4.3. It is the authoriser's responsibility to ensure claims adhere to the RFA's expenses policy and are authorised as soon as possible to minimise delay in payment. Items that do not adhere to the policy must be challenged.

4.4. All receipts (for example, itemised bills or invoices) showing proof of payment must be attached to the expense claim. Mileage claims must be accompanied by a VAT receipt

4.5 All claims must be submitted to the Treasurer by the authoriser

## **5. Allowable expenses**

5.1. Travel by car to a tournament or match organised by the RFA

5.2. Standard class rail travel

5.3. Other public transport (i.e., bus)

5.4. A subsistence allowance towards the cost of accommodation and meals which must be evidenced by itemised bills and proof of payment.

No other expenses are permissible.