

GB MANAGERS AND COACHES

Guidelines for Claiming Expenses

These Guidelines have been created to provide clarity and transparency over expenses that can be claimed by GB Softball Team staff with regard to **GB Team** training sessions or competition events **in the UK**, since the funding for these expenses comes mainly from players and parents and amounts are limited.

Expenses incurred by staff at an international tournament – or at a full-team training camp in the UK or elsewhere before an international tournament – should be covered by the tournament budget, which is paid for by players who are on the tour.

Basic principles: Coaches and Managers of GB Teams are entitled to make a claim to the GB Management Committee (GBMC) for travel and/or accommodation expenses incurred in the UK to attend training sessions or competition events involving their team. **For the avoidance of doubt, Great Britain Fastpitch League events are not eligible unless a national team is entered in the league as itself.**

These claims should be made **if necessary**, not as a matter of course, since the GB Management Committee has only limited funds to cover such costs. Although we wish it were otherwise, the reality is that if every national team staff member claimed for every such expense, GBMC funds would soon be exhausted.

Travel costs incurred to coach at Academy or High Performance Academy sessions should be charged directly to BSUK, provided that agreement to charge for the sessions or sessions in question has been granted in advance by Will Lintern and/or the Academy Head Coach.

Below are some guidelines to cover how expenses charged to the GBMC should be calculated and claimed.

GENERAL

Large expenses: Any single item likely to exceed £50, or a total claim likely to exceed £100, must first be cleared with GBMC Treasurer Simon Mortimer before the expenses are incurred (simon.mortimer@britishsoftball.org).

Claiming deadlines and payment times: All expenses need to be claimed within three months after they are incurred, and receipts need to be provided. Once a claim has been made, accompanied by receipts, the GBMC will make every endeavour to repay the amount within 30 days.

TRAVEL

Travel principle: Where there is a choice, the cheapest mode of public transport should be used, and you should try to obtain the cheapest possible fare.

Travel by train or plane: You can charge the full cost of the train or plane ticket at a standard or economy rate if this journey is solely in connection with national team responsibilities and if this is the cheapest mode of public transport that is feasible.

Travel by taxi: If you need to travel by taxi, for example to get from a train station to a training or competition venue, you can charge the taxi fare (but not the tip). If you are sharing the taxi, you should charge for your share of the cost depending on the number of people making the journey. Taxis should only be used when there is no alternative mode of transport available.

Travel with your car: If you are travelling alone, you can charge for the cost of fuel at a rate of **15p per mile** plus the full cost of any tolls, parking charges etc.

If you are using your car as part of a car share arrangement with others attending the event, you can claim for your share of all direct expenses incurred (fuel, tolls, parking etc) depending on the number of people contributing. It will be your responsibility to collect contributions from your passengers.

Travel with a vehicle that you hire: If you are travelling alone, you can charge for the hire of the car plus the full cost of fuel for the journey plus tolls, parking charges etc.

If you are using the hired car as part of a car share arrangement with others attending the event, you can claim for your share of all expenses incurred (fuel, tolls, parking etc) depending on the number of people contributing. It will be your responsibility to collect contributions from your passengers.

Travel as a passenger in someone else's car: If you are a passenger in a private car, you can claim for the share of the trip costs (fuel, tolls, parking etc) assigned to you depending on the number of people contributing.

If you are a passenger in a car that someone else has hired, you can claim for the share of the trip costs assigned to you (which may include the cost of the car hire) depending on the number of people contributing.

OTHER

Accommodation: If you need to book accommodation in connection with your trip, you can charge only for the cost of the room and applicable taxes; additional charges for phone, movies, minibar etc cannot be claimed. The hotel cannot be rated higher than three stars. If you are sharing a room, you can claim for your share of the room cost.

Food: The GBMC does not reimburse for food costs associated with training or competition events in the UK.

Fundraising events: Where an event is conducted wholly or mainly for purposes of fundraising for GB Team programmes, no personal expenses are chargeable, so that the maximum amount of money raised can go to national teams. In this instance you are assumed to be volunteering your time and any costs associated with doing so.

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