



CLAIMING EXPENSES

If you have incurred costs as a result of carrying out your role for Yorkshire Netball an expense form must be completed as detailed below and submitted for authorization.

How to complete the expense claim form:

Use a blank expense form – which can be found on the website or ask your working group lead for a copy

- Insert your name, role including working group if relevant, mobile number and email clearly
- Enter the dates of the receipts you are claiming for – enter receipts in date order
- Full details of the reason for expenditure should be included
- Mileage – total number of miles for your journey need to be included in this column.
- Fuel max 45p per mile – the number of miles multiplied by 0.45pence should be included in this column
- Make sure you categorize the type of expenditure in the correct column, if not available, insert into column “Other”
- Total amount being claimed, inclusive of VAT, should be inserted into the “Total to be paid” box
- Sign and date the form

How to submit a claim:

Once you have completed the expense claim form, you will need to sign the form as completed. This should then be authorized by your Working Group Lead.

If a Working Group Lead or a RMB member is completing an expense form then the form can be authorized by any one of the Chair, Vice Chair, Treasurer or Secretary.

All claims must be emailed directly to that person, including any receipts, for authorization or printed and signed by them in person.

If you are completing a form for the first time, you will also need to enter your bank details in the boxes at the top of the form, so claims can be paid electronically.

Once approvals have been made, the completed form and relevant receipts should be emailed by the Working Group Lead to our Finance Office, Gemma Armitage and Treasurer at the email addresses below:

garmitagefinance@gmail.com
treasurer@yorkshirenetball.net

Payment will be made directly to you using the bank details provided. Alternatively, your working group lead can send the claims via Dropbox.

Please ensure all claims are submitted within one month of the activity having taken place.

What can be claimed:

Meal	Amount that can be claimed	Comments
Breakfast	£10.00	Only reimbursed when staying away from home overnight and is not included in the room charge
Lunch	£10.00	
Dinner	£30.00	A meal with a non-alcoholic beverage is allowed
Hotels	£100.00	Cost could be influenced by region within the UK. If cost is higher please seek further approval from your Working Group Lead
Trains		- Standard class only
Parking Fines		These will NOT be reimbursed, unless there are exceptional circumstances and this is at the discretion of the Treasurer/Chair

Mileage All mileage must be recorded on the form and is calculated at 45p per mile
Start and finish postcodes must be added in the details section.

