



## Expenses Policy

It's Wychwood FC's policy to reimburse or fund coaches and volunteers when they incur expenses. Coaches/volunteers who seek reimbursement should aim to accumulate as minimal of an expense as possible.

Reimbursement applies only to football equipment and associated football event-related expenses.

Any expenditure that:

- is above and beyond the teams allocated budget,
- exceeds £100,
- falls outside of a repeated or reasonable purchase

must be agreed by the committee prior to purchase.

### **Non-qualifying expenses:**

For the avoidance of doubt, Wychwood FC doesn't usually cover the following expenses (without explicit written consent):

- Travel expenses to and from matches or training sessions
- Food and drink for matches
- Hotel and accommodation (except for club planned trips)
- Child care
- Parking fines or travel incidentals
- Expense claims dating back more than 2 months

And all reimbursements are at the discretion of the committee.

Therefore, it is prudent to check prior to purchasing if you are in any doubt regarding reimbursement.

### **Procedures**

To submit qualifying expenses for reimbursement, please follow the guidelines:

- Record all receipt data
- Email scanned receipts to the club treasurer (and provide your bank details)
- Keep documented receipts for 6 months in case of any extended verification

- Expense claims should be made asap and certainly within 2 months of the purchase date and within the same financial year. Where it is not possible to claim for an expense withing the same financial year the treasurer must be informed in order that the expense may be accrued for.

The treasurer will always endeavour to reimburse expense claims asap (usually within 2 working days). If you are in any doubt please contact the club's treasurer.