



British Wrestling Expenses Policy

This policy is extracted from the British Wrestling Finance Manual which is endorsed annually by the Board. If discrepancies arise between this document and the Finance Manual, the latter takes precedence.

The British Wrestling Association is not a rich organisation and thus the principle underlying the detail below should be that of charging the Association the lowest feasible rate for getting the job done.

Extract from Finance Manual

6.2 Employee (Paid/Voluntary) & Members Expenses

- Employees/members are required to complete and sign, a BWA official employee/member expenses claim form for all items in which they require to be reimbursed by the BWA, supported by receipts.
- Expenses to be submitted monthly and by 15th of following month. If expenses submitted later than 15th the BWA reserves the right not to reimburse
- The BWA will on no account reimburse expenditure on alcohol
- If a single expense to be in excess of £150 then the expenditure should be agreed in advance if practicably feasible
- Wherever possible, meeting/training etc. timings should be scheduled with the aim of minimising travel costs (e.g. avoiding peak hours)
- All employees/members should ensure that they claim the cheapest available mode of transport for travelling to BWA events/meetings. Specifically, taxis will not be reimbursed unless it is agreed by the BWA as the most feasible and value-for-money mode of transport.
- Car mileage will be payable at a rate of 35 pence per mile. For the avoidance of doubt, where trains (especially booked in advance) and other public transport options are cheaper and viable time-wise, these options should be used in preference to cars.

- Re-imbusement for second tickets for “Advance” Train etc. journeys that have been missed will not normally be given unless good reason for the missed train can be given
- Employee/member expenses are to be authorised by either the Chair or Chief Executive. Wherever possible, expenses should be pre-cleared with the Chair, Chief Executive or Administrator prior to arrangements being made. If employees/members are in any doubt about the expenses policy they should contact the Administrator or Chief Executive prior to incurring the expenses.
- Parking/Speeding fines etc. are the responsibility of the individual and will not be reimbursed by the BWA
- In the case of the Chair’s expenses the Chief Executive will authorise and vice versa. Any expense review queries are to be raised to the NED-Finance.
- All expense claims will also be reviewed by the BWA Administrator prior to payment.