British Wrestling Expense Policy
Approved: June 2023

Introduction
This expense policy contains rules and entitlements for all British Wrestling staff that travel and stay away from home on official British Wrestling business. The principle governing the rules on Travel and Subsistence is that colleagues should be reimbursed for extra expenses that they necessarily incur on official travel. This expense policy details the expenses that British Wrestling will reimburse to both employees and other stakeholders such as volunteers and coaches. The purpose of this policy is to clearly explain what British Wrestling will and will not reimburse, as well as detailing what is required from anyone submitting an expense claim.

Employee (Paid/Voluntary) & Members Expenses
Employees/members are required to complete and sign, a British Wrestling official employee/member expenses claim form for all items in which they require to be reimbursed by the British Wrestling, supported by receipts.

Expenses to be submitted weekly and by the Wednesday 3pm for payment on Friday. If expenses are submitted later than this, British Wrestling reserves the right not to reimburse.

All claims must be submitted before the end of the prevailing financial year, i.e. before 31st March (claims more than 3 months old may not be reimbursed).

If a single transaction in an expense claim is to be in excess of £300, then the expenditure should be agreed in advance if practically feasible.

All expenses must be legitimately and properly incurred while on British Wrestling business. British Wrestling reserves the right not to reimburse expenses when they do not comply with this policy. Falsifying expense claims is gross misconduct and may lead to dismissal and/or disciplinary proceedings.

The principle underlying this policy is that there should be no personal gain from claiming expenses.

Travel Expenses
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 and most economical available mode of transport for travelling to British Wrestling events/meetings, making use of public transport where possible. 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.

Car mileage will be payable at a rate of 45 pence per mile or 50 pence per mile if carrying additional passengers for BWA business.

British Wrestling will not, under any circumstances, reimburse colleagues for: Parking Fines, Congestion Charge Fines, Railway Penalty Fares, Speeding fines, any other travel fines related to travel.

Colleagues who cancel pre-booked journeys for no good reason will be personally liable for all costs, including any cancellation fees, and will not be entitled to make an expense claim for this purpose.

Any personal or family travel tagged onto an authorised business trip cannot be claimed.

For the avoidance of doubt, where trains (especially booked in advance) and other public transport options are cheaper and viable timewise, these options should be used in preference to cars.

Re-imbursement 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.

**Subsistence**

Lunch Subsistence – For British Wrestling Staff only: Only payable whilst not in their contracted place of work and outside of contracted hours (i.e. on Saturdays and Sundays). An individual may claim up to £10 for food provided it is accompanied by receipts. Only 1 meal is payable, up to that value. If meals or subsistence is provided by the organisers of an event, then any claim for subsistence will not be payable.

Overnight Subsistence – For British Wrestling Staff only; If subsistence is not provided (e.g. as part of an accommodation package or by the organisers of an event) an individual may claim up to £30 per overnight stay for food provided it is accompanied by receipts. If room rates paid
include meals (or subsistence is provided by the organisers of an event), then any claim for subsistence will not be payable.

**Authorising Expenses**

Employee/member expenses are to be authorised by the budget holder who requested your services. If employees/members are in any doubt about the expenses policy, they should contact the Business and Finance Manager prior to incurring the expenses.

In the case of the Chair’s expenses the Chief Executive will authorise and vice versa. Any queries related to the Chair or CEO expenses are to be raised to the INED-Finance Director.