# **BOK EXPENSES POLICY March 2016**

Bristol Orienteering Klub wants to ensure everyone feels able to contribute to the running of the club and its events, and that volunteers are not put off from assisting because of the cost. This document lists the type of club-related activities for which expenses can be claimed, but is not exhaustive and the Committee will be happy to assess any other types of claim it receives.

At the same time, the Klub knows that many members currently do not claim their expenses and are very willing to support club activities. This generosity can be enhanced, for UK taxpayers, by claiming expenses but "Gift-Aiding" them back to the Klub. Details of this scheme can be obtained from the Treasurer.

Where travel expenses are claimed, the rate payable will be that recommended by British Orienteering. For 2016:

Motorists can reclaim a rate of 25p/mile

A driver may reclaim a rate of 2p/mile per passenger if the journey would otherwise require the use of additional vehicles

Cyclists can reclaim a rate of 11p/mile

An alternative option will be to claim those fuel expenses necessitated by the activity; these amounts to cover both driver and passengers. Claims should be supported by details of the time and distance of each journey claimed. Toll costs, where applicable, will be refunded.

Lodging and subsistence will be paid as part of event expenses when demanded by the requirements of larger or remote events, but should be agreed with the Treasurer in advance as part of the event budget. Meals at an event, that would form part of an individual's normal budget, will not normally be refunded, although an event organiser may sometimes provide meal tokens to volunteers.

#### **EXAMPLES OF PERMISSIBLE EXPENSES**

#### **Functions of the Klub**

Travel expenses associated with the work of the:

- BOK Committee
- Events Committee
- Ad-hoc working parties

Travel associated with purchase or transfer of timing or computer technologies

Travel associated with maintenance of Permanent Orienteering Courses.

## Events – costs to be included within the event budget and accounts

Travel costs associated with organising the event.

Travel costs associated with planning.

Travel costs associated with controlling.

Travel costs associated with obtaining permission.

Travel costs of helpers present only to assist, who do not compete.

Helpers who also run will normally be compensated through a reduction in the event entry fees Printing and similar costs should be included within the event costs.

## **Mapping**

Mapping costs can include travel, stationery, ink and, where the program is not supplied as a Klub licensed copy, a contribution towards purchase of dedicated mapping programs.

A claim for refund of costs should be negotiated between the mapper and treasurer.

# **Office Expenses**

The publicity officer and newsletter editor may claim editorial expenses including stationery and printing inks. Similar claims may be acceptable from other club officials.

## **OTHER EXPENSES**

Other expenses incurred on behalf of the Klub may be refundable, but should be discussed in advance and pre-approved by the Treasurer

#### **GRANTS**

The BOK Committee is fully committed to providing what financial support it can to its promising juniors who bring so much to the Klub, and has a policy of funding 50% of the athlete contribution up to a limit of £200 per application. Grants need to be supported by evidence of expenditure and are designed to cover entry fees, travel and lodging. Food and drink should normally be covered by a parental contribution, except where the event requires attendance at a formal reception or meal. In return for these grants there is an expectation from the Klub that those juniors receiving sponsorship will feel able, whenever possible, to support the Klub by competing in appropriate teams at inter-Klub championships and relays.

In exceptional circumstances the Klub would be prepared to consider applications from seniors for support to enable them to attend representative events abroad if, without support, they would not be able to attend.

CJHJ 18 March 2016