



## EXPENSES POLICY – OFFICIALS AND VOLUNTEERS

**Version date:** December 2023

**Next review due:** December 2026

Lacrosse Scotland (or “LS”) Officials and Volunteers incur various items of expenditure, including travel costs, to support our sport. This policy is designed to be clear so that all our officials and volunteers are aware of how to claim, what to claim on your expenses and to ensure that everyone is acting in the best interest of LS.

Once your completed form is approved by the budget holder, they will send this to the Finance Director for payment.

### GENERAL

Expense claims will only be accepted for processing and payment if:

- They are recorded on the official LS claim forms which can be found on the LS website, and
- They have been approved by the relevant budget holder prior to submission.
- They are supported by a receipt(s) for every expense claimed, other than for mileage.
- Where mileage is claimed, please provide the from and to postcodes.
- No monies will be advanced by LS to any individual.
- It is the claimant’s responsibility to ensure that LS is kept informed of any changes to the bank details to which payments should be sent. LS cannot be held responsible for any payments made to out of date details.
- Claims where the appointment, event, match or meeting took place more than two months prior to submitting the claim will not be approved for payment.
- All expense claims submitted in the two weeks following a month end will be paid on or before the last day of that month.
- Generally, invoices for larger amounts will be paid directly by LS to avoid members having to extend credit to LS.

### WHAT EXPENSES ARE ALLOWED?

- All expenses must be cleared with the budget holder prior to any money being spent – otherwise, payment may be refused
- Expenses incurred solely on activities associated with Lacrosse Scotland, where prior-cleared with the budget holder
- Travel to and from matches (when acting in an official capacity eg umpiring etc)
- Items bought on behalf of players when on an organised tour (kit, food etc)
- Travel to official conferences when representing LS
- Travel to board meetings, when holding an official post

Please note that the guidelines set out in this document cannot cover every eventuality. Where in any doubt, please seek guidance by contacting the budget holder to whom you are working with prior to spending as we cannot guarantee covering costs beyond those described in the document.

## CLAIM AMOUNTS

*For LS organised events:*

### DAY RATES

- **As an umpire** – your day rates can be found at <https://www.lacrossescotland.com/umpire-fees-payments/>
- **For all other roles** – including referees, tutors, trainers/physios, other support staff – you should speak to your budget holder for your day rate.

### TRAVEL COSTS

LS will pay your mileage expenses at £0.30 per mile based on you using the most direct route possible provided that you are performing a functional role at the nominated event. If the event is a friendly match/tournament, or without the jurisdiction of LS, travel expenses should be claimed from the tournament/event organisers.

We encourage officials from same areas to travel together to matches – but know that isn't always possible.

We understand that officials/tutors sometimes by bus or by train and will be paid reasonable expenses for bus or train fares. Where possible, we would ask officials to purchase tickets in advance to take advantage of reduced costs, or use a railcard. If you have purchased a ticket and your appointment is changed, contact your budget manager for assistance. On no account without authorisation may an individual travel in First Class or fly.

Where possible, please avoid using taxi's by using public transport or by arranging for your colleague to pick you up from the train or bus station. Any requirement for a taxi fare must be agreed in advance with the budget manager and receipts submitted as part of your claim.

The maximum travel cost that will be reimbursed for one return journey is the mileage equivalent for someone travelling within Scotland, £100 for anyone travelling to Scotland from within the UK and £250 for anyone travelling to Scotland from Europe.

### OTHER COSTS

- **Food costs** – these are set by the event organiser – so please clear any costs with them prior to the event.
- **Accommodation costs** – these are set by the event organiser – so please clear costs with them prior to booking your accommodation costs for the event. We would expect the LS contribution amount to range from £10-£15 per night.

## EXPENSE CLAIM PROCESS

All expense claims must be submitted using the LS form which can be obtained from the LS website. All forms should be submitted in pdf form to the budget holder/event organiser for approval.

The pdf should include the completed expense claim form together with all receipts to back up expenses incurred.

As a suggested way of approaching this – LS recommends the use of the (free) scanner app – **Scanner for me** (see image). This allows you to scan each page/receipt and it collates the file, allows you to name the file and allows you to email that file to your budget holder.

## STEPS

1. Download and complete the expense claim form from the LS website.
2. Sign the form and ensure your bank account details are correct
3. Scan the completed form together with each of your receipts
4. Name the file – your name and month of expense claim (by tapping on filename at top of screen and changing the text).
5. Once “done” - Email the file (pdf) to your budget holder





