Southsea Motor Club

Expense Policy

Expense Policy & Procedure (2025 v1)

Introduction

Southsea MC reimburses members for travel and subsistence costs related to attending events and training. This document explains what can and cannot be claimed and explains the procedure for submitting a successful claim.

Procedure

All persons intending to claim expenses for an event must obtain written approval from 1 member of the Southsea MC Committee. This must be received before comittal of expenses, or expenses are incurred. Claims that are reasonably expected to have a total of more than £100 must have written approval from 2 members of the Southsea MC Committee.

All reimbursements must be included on the expenses claim form which can be found online here. The form also provides brief guidance for the expenses that can be claimed, along with other information such as the Receipt Policy.

Southsea MC aims to make the procedure for claiming reimbursed expenses easy for both those claiming and the committee. Please follow the guidelines below to ensure the reimbursement goes through without complication:

1. Each event requires a separate Expense Claim Form.

2. Keep track of any expenses.

- Scan / photograph your receipts straight away, so they do not get lost.

3. Submit your claim (with receipts) within 7 days of the event.

4. Once approved expense will usually be paid within 28 days.

Reimbursable Expenses

Southsea MC will reimburse:

• Fuel costs (up to 300miles, based on mileage) with a valid fuel receipt

• Accommodation with a valid invoice/receipt up to £85 per night (including breakfast)

• Camping is covered up to £45 per night

• Evening meal with a valid receipt up to £25 per evening

• Additional Essential Expenses such as the toll charges (e.g. Dartford Crossing) or Hotel Car Parking, receipts (proof of payment) should be supplied if possible.

Event organisers

Organisers of events may need to incur expenses.

Some expenses can be paid directly fromt he clubs bank account via cheque

Proof of Purchase

Expenses can only be claimed with a valid proof of purchase - always ask for a receipt or invoice for every purchase. Also make sure that receipts and invoices include the product names and VAT values.

Receipts without VAT and product descriptions are not valid as a proof of purchase.

When sending receipts with a claim they must be legible and include all relevant info.

Mileage claims will be paid at the prevailing goverment rate of 45p per mile, which is the tax-free approved mileage allowance for the first 10,000 miles in the financial year.

Submitting Expenses

Expense claims must be sent in via the official form here.

For receipts, most scanners can save as a pdf document. If using a phone camera to take pictures of receipts these must be saved as jpeg (Apple devices sometimes send in a proprietary format – this cannot be read). Receipts pdf/jpeg files must be uploaded when completing the form otherwise the system will prevent your claim being submitted.

Non-reimbursable expenses:

Southsea MC will not be able to reimburse the following expenses:

• Expenses made by anyone not officiating, accompanying an official at an event

• Personal activities (spas, museums, sightseeing, etc.)

- Personal products (gifts, clothes, etc.)
- Lost personal property
- Damages you might make to the services you use or locations you visit
- Any fines, for example while driving

If you have any issues, please contact the Chairman or the Treasurer who will be able to help.