

The British Association of Barbershop Singers



Expenses Policy & Guidelines 2019



British Association of Barbershop Singers

2019 Expenses Guidance Notes

1. Introduction

As a registered charity, the directors and trustees have a responsibility to protect the assets of the charity, and this paper sets out the guidance notes for the claiming of allowable expenses.

While economy with expenses must always be a major consideration in incurring any expenditure, regard should also be given to convenience. For example, travel by bus might be the cheapest means from travel between two places, but the extra time taken will make use of a private car the preferred choice, given that our members and directors are giving their time for free. Anyone claiming expenses must be prepared to justify their claim, if required. In addition to these notes, specific claim rates may apply in respect of expenses claimable by the Guild of Judges, as set out in the Guild Handbook.

2. Making an Expense Claim

All expenses must be claimed by filling in the expense form and emailing a copy of the completed form and relevant receipts to the reporting director. The latest version of the expense form can be found at <http://www.singbarbershop.com/documentcentre.htm>

Once submitted, payment will be made within 7 calendar days of approval by the reporting director.

Claims not submitted within a calendar month of the last day of the event may be refused payment. This will not extend to minor claims, for example for postage, where an aggregate claim may be made.

No claims after three months will be accepted.

Expenses may only be claimed for persons engaged in business on behalf of the Association. This will not normally include partners. However, the amount deducted should relate to the added cost of the second person, which will generally be less than half the total bill.

Overseas claims should include both the foreign currency receipt and an excerpt from the claimant's bank account showing the transaction in GBP. If the transaction was paid for via a nonsterling bank account, only the foreign currency receipt is required, and reimbursement will be made for the amount on the receipts into a bank account of the claimant's choosing.

3. Authorisation of Expenditure

All expense claims must be independently authorised by a Director before payment is made. In the case of a director submitting an expense form, authorisation must be made

by another director.

All payments must be accompanied by receipts. A copy of a bank statement showing the transaction may be presented in place of a receipt. Absence of a valid receipt must be explained to the authorising director before submission.

Mileage claims can be submitted electronically as a fixed rate is used and no supporting evidence is required.

In any case where the validity of a claim is in doubt, advice should be sought from the reporting director before being claimed.

The Board retains the right to refuse to pay any claim which contravenes these rules.

4. Travel

Within the confines of using the most appropriate means of travel, having regard for convenience and cost, members and directors may travel by private car, taxi, train, bus or aeroplane.

Car sharing is encouraged in an effort to keep costs to a minimum. Mileage will be charged at the current reimbursement rate, which has been set at 30p per mile. Mileage will generally be assumed to relate to the quickest, rather than the shortest route, but there should not be a material difference between the two figures. Members using their own vehicles must check that their motor policy is valid for the type of journey being undertaken. The mileage rate set includes an allowance for insurance and no additional payment will be made.

Congestion charges and car parking will be paid when necessary. Note that the Association will not cover the cost of parking fines or congestion zone fines.

The Association will not accept liability for any injury or damage arising from the use of members' private vehicles, except where such injury or damage is the result of a negligent act or default by the Association.

Taxis will be reimbursed when no other means of travel are available, particularly when arriving at a destination by train. Taxis should only be used for short, local journeys.

Where possible, advance booking should be used to reduce the cost of travel.

Any upgrade to First Class travel will be classed as a personal expense, and the difference will be deducted from the claim unless the First Class price is cheaper than the normal price.

When overseas travel is necessary, or there is a need to travel extensively within the UK, travel may be by aeroplane, at the cheapest rate available.

Ferry and toll charges will be paid when no other means of travel are possible.

5. Vehicle Hire

Wherever possible, private vehicles should be used to reduce the cost to the Association.

A request for vehicle hire with an accurate quote must be discussed with the relevant director before the vehicle is hired.

6. Accommodation

When overnight stays are necessary, a member is entitled to stay in a hotel of reasonable standard, in a single room with en suite services. Where possible an inclusive bed and breakfast rate should be used.

Members are encouraged to keep the costs to a minimum, by using the lowest cost hotel available, commensurate with appropriate standards.

Where an inclusive dinner rate cannot be obtained, an evening meal allowance may be claimed for the amount expended, up to the maximum value of £17.50.

Hotel bills must be settled directly on checking out and not charged to BABS unless previously agreed.

Any subsequent claim should not include drinks or incidentals, unless previously approved by a director (e.g. for official entertaining). This must be supported by a receipt.

As an alternative to using a hotel, a member may wish to stay with family or friends. A Hospitality Allowance of £25 may be claimed for each night, which can be used to reimburse those providing accommodation in a suitable way. No receipts are needed. This allowance would also apply when hosting overseas visitors for BABS.

7. Postage

Casual postage (e.g. stamps) should be claimed on a trust basis.

Specific sending of packages, and postal quantities exceeding 25 items, should be substantiated by a postage receipt.

8. Stationery

The purchase of stationery, envelopes and incidentals such as ink cartridges is a necessary part of the Association and will be reimbursed.

Claimants are expected to use the cheapest convenient source, such as Viking, rather than pay High Street prices, other than for occasional items.

Unless a printer is used exclusively for BABS purposes, a deduction for personal use should be included in any claim.

9. Telephone Calls and Internet

There is no allowance for telephone usage or internet costs. Skype and other internet call services are available for free for any overseas calls.

10. Subsistence

Where members are making individual visits on behalf of the Association, a claim without receipts may be made for subsistence.

For every complete 24 hour period, a claim can be made for a specific amount up to a maximum of £10.00. This does not apply to organised events such as seminars or conventions.

11. Insurance

All members of the Association are covered by the standard BABS policy while carrying out work on behalf of the Association in the UK.

BABS insurance does not provide health insurance while travelling abroad and members are strongly urged to arrange their own policies while outside the UK on BABS business.



Pippa Goodall
BABS Finance Director
financedirector@singbarbershop.com

