

Company Members and Volunteers

Expenses Policy

This policy provides details of the principles, rules and procedures relating to the claiming of expenses by Pony Club Company Members and other volunteers necessarily incurred whilst engaged in authorised activities on The Pony Club's behalf.

1 General Principles

- We recognise and appreciate that The Pony Club Company Members as volunteers are donating their skill and time.
- It is important that expenses are reimbursed as appropriate.
- It is expected that all volunteers will minimise any expenses generated in the best interests of The Pony Club.
- In general, Branch Official/Committee Members' costs will be met by the Branch and Area Committee Members' costs met from the Area account.

In principle, the income from a Pony Club activity should be paired with the costs:

- Therefore, if expenses are incurred by a Company Member or volunteer as a result of attending a Branch, Centre or Area activity then the claim should be met by the Branch, Centre or Area that is organising and benefiting financially from the activity.
- Examples:
 - Mileage is incurred for officiating at an event, then the event would meet the volunteer's cost as appropriate.
 - Supporting branches as an Area Rep at a competition with no official role, expenses met from the Area fund.
 - Attending training which has an income, expenses met from this income
- Attendance at Central meetings (AR and national committee meetings) will be funded centrally
- In addition, if an Area Representative or other Company Member / volunteer is requested centrally to attend an event or support a branch in a managerial role or in order to represent The Pony Club, Central funds will pay for expenses.

2 Travel

Mileage

Mileage can be claimed for travel to a Pony Club activity when acting in an official capacity at 45p per mile up to 10,000 miles claimed in each tax year and at 25p per mile thereafter.

- Journeys should be itemised with postcodes
- The Pony Club will not be responsible for any fines or penalties incurred whilst on Pony Club business.
- If it is feasible to car share, or use public transport, then for both economic and environmental reasons, Pony Club volunteers are encouraged to do so.

Insurance

You are advised that it is necessary for you to ensure that your vehicle has insurance cover for voluntary activities.

Flights, ferries and train tickets

These should be booked early where possible to benefit from cheap rates. The approved standard of travel is Economy Class for flights and Standard Class for train travel. If cheaper than other transfers, car hire may be appropriate and should be booked at the budget rate. The vehicle should be carefully checked for any prior damage before it is accepted and driven away. The Pony Club will not be liable for any fines (including speeding, parking, toll fines etc).

3 Accommodation

Where an overnight stay is essential because of the distance from home, hotels will be paid at a maximum of £65 per night on production of a receipt.

If staying overnight, an evening meal allowance of a maximum of £15 may be claimed on production of a receipt.

4 Incidental Expenditure

Out of pocket expenses, for example printer ink, coffee and biscuits, paper, postage should be paid from the Area account if an Area rep, receipts must be available in the event of an external audit. Sports committee costs will be allocated to the individual sports budget (centrally funded), including reasonable expenses from committee members or other volunteers attending these meetings. Other central committee costs will be met centrally.

5 Claim process

Making a claim

All claims must be made on a downloadable Pony Club Company Members Claim form and sent by email to: finance@pcuk.org

Timing of claims

All claims must be claimed monthly, by the end of the following month that the expense has been incurred. Approved payments will be made within 28 days.

Approval of claims and appeals

Claims will be signed and approved by the budget holder and / or the CEO or COO as appropriate.

Rejection of claims and appeals

Claims unaccompanied by receipts (not including mileage) will automatically be rejected, if other claims are queried, claimants may be contacted for further clarification if needed. An appeal against the rejection of a claim may be made to the CEO.

Donating claims

Some of our volunteers may, very generously, choose not to claim their expenses. If you are a UK taxpayer, we encourage you to claim your expenses and then donate them, so that the Pony Club can benefit from 25% Gift Aid.