

# Reimbursement of Expenses

<b>Author</b>	Executive Committee
<b>Version</b>	1
<b>Date Updated</b>	02/11/2025
<b>For Review</b>	10/03/2026

## Scope of Policy

This policy sets out the circumstances in which expenses will be reimbursed by North West Powerlifting ('NWPL') to its members (or, at the discretion of the Executive Committee, to non-members who volunteer at competitions), in respect of official duties and / or volunteering.

## Expense Categories

1. Reimbursement of British Powerlifting annual membership fees, for referees who have refereed at least five sessions in the current membership year.\*
2. Travel expenses in respect of travel to and from the competition venue for the following categories of people: -
  - a. Competition officials,
  - b. Volunteers (to include table staff, platform crew, members of the core set-up / tear down crew, and;
  - c. Executive Committee members in attendance in an official capacity.

3. Subject to prior approval by the Treasurer, incidental expenses reasonably incurred by members of the Executive Committee in relation to the performance of their duties. Such expenses may include the purchase of equipment / materials for competitions, postage and packing costs for paperwork or other materials.

\*in circumstances where referees' membership fees have been refunded by British Powerlifting in respect of refereeing duties at national competitions, no additional reimbursement will be made by NWPL.

## **Expenses**

1. Mileage claims will be reimbursed at the rate of 25p per mile. Mileage may only be claimed in respect of the miles actually travelled, and no additional reimbursement will be made in circumstances where a member provides transport for other members of the division.
2. Public transport upon production of a receipt.
3. Parking upon production of a receipt.

Any other expenses must be approved in advance by the Executive Committee, such as overnight accommodation (exceptional circumstances) or taxis.

## **Procedure**

Volunteers wishing to claim expenses will be required to complete the expenses form [here](#). Upon approval, an email confirmation will be sent to the claimant and payment will be made within 48 hours.

Claims submitted that do not comply with this policy will be rejected. Any appeals in relation to the rejection of an expense claim should be submitted in writing to the Executive Committee at [gbpfnw@gmail.com](mailto:gbpfnw@gmail.com), stating the grounds upon which the appeal is based, and providing supporting documentation (receipts, correspondence etc) as appropriate.

Contact us at [gbpfnw@gmail.com](mailto:gbpfnw@gmail.com)  
@nwpowerlifting