



PLYMOUTH ADVANCED MOTORCYCLISTS

Group Expenses Policy

As a registered charity, we have a responsibility to ensure that charity funds are spent wisely and that expenses are only for the promotion of the aims and objectives of our club, which are:

1. To improve the standard of motorcycle riding on the roads.
2. The improvement of road safety or greater road safety or the promotion of road safety.
3. The administration of a nationally recognised motorcycle advanced test.

All members are entitled to claim expenses for legitimate costs incurred in undertaking or promoting the aims and objectives of our club. Prior to making a claim for expenses, please check that the expenses being claimed for:

- were a necessary expense incurred as a result of undertaking their role in the club and were in line with the charity's objectives.
- are reasonable and were made using the most cost-effective method available.

All claims for expenses must be agreed with the committee prior to the expense being incurred or the purchase being made with the exception of Observer fuel expenses which are pre-approved. Observer fuel expenses do not require a receipt but each fuel expense must be itemised on the claim form and state the date, name of individual being observed and purpose i.e. observed ride.

All other claims for expenses must be supported by a validated supplier's receipt showing the correct amount for the purchase. No other items i.e. matters not relating to the claim, should be shown on the receipt whenever possible.

Payment for all expense claims up to the value of £100 will be authorised and paid by the Treasurer. Payment for claims over £100 will be authorised by two of; the Chair, Secretary or Treasurer and paid by the Treasurer. All expenses must be authorised by someone other than the claimant.

A single claim form may be used for claiming multiple expenses. Each expense on the form must be itemised separately and supported by a validated supplier's receipt (with the exception of Observer fuel expenses) showing the correct amount for the purchase.

Reimbursement of expenses will only be made by bank transfer. Expenses cannot be set off against any money owed to the club e.g. subscriptions or event payments.

Any mileage rate paid for motor travel will be at current HMRC rates. These can be obtained by visiting: <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

All claims must be made on the latest version of the Expenses form. This includes a signed, self-declaration that the claim is accurate and incurred in connection with the business of the charity. It is downloadable from the Plymouth Advanced Motorcyclists website.

Expenses **MUST** be claimed within 2 months of the expense being incurred and whenever possible within the clubs same financial year (1st March to 28th/29th February). **The group may refuse to pay expenses claims which are older than 2 months.**