



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.

All 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.

All expense claims should be authorised by somebody other than the claimant and checked for accuracy before payment is made.

Where claims involve more than one expense category, a separate form is to be used for each category. If you are unsure, please contact the treasurer to confirm the correct category for your claim.

Typical Expense categories:

Committee Expenses	Observer expenses	Training equipment
Observer equipment	AGM expenses	Conferences
Website maintenance	PAM Merchandise	Refund of overpaid sub
IAM Roadsmart refund	Christmas party	

To minimise the charity's cash payments, reimbursement will only be made by cheque. 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 down-loadable from the Plymouth advanced motorcyclists website.

Expenses **MUST** be claimed within 2 months of the expense being incurred.

The group may refuse to pay expenses claims which are older than older than 2 months.