

BARTON & DISTRICT



Athletics Club

Founded 1951

BADAC20 - Expenses Policy

Introduction

Barton & District Athletics Club (BADAC) Coaches, Leaders and Officials (who are volunteers) often travel to Event Locations in support of BADAC Athletes. Expenses incurred by the Coaches, Leaders and Officials will be reimbursed if in line with this Expense Policy.

Making a Claim

Claimant **MUST** use **BADAC21 – Expenses Claim Form** for any claim to be considered. One claim per month and must be submitted for the previous month within 14 days.

The following items must be completed on the Form correctly. A completed example of the Form is shown on the next page.

Top of Form:

- Claimants Name
- Date
- Email Address
- Bank Account Details for payment by BACS

Claim Details:

- Date – Of Competition / Event
- Event – Name of the Competition / Event such as Humber Open
- Start Point – For example, Barton-Upon-Humber
- Location – For example, Princess Mary Stadium, Cleckheaton
- Role – For example, Coach, Official, Run Leader, etc
- Mileage – Exact mileage (to and from the event) i.e. 102 miles. 45p per mile is to be used for the calculation. For example, 102 miles x £0.45 = £45.90. Add in the Cost for the Mileage on the line below.

Version 3

Date Created: 11th May 2022

Date of Last Review: 11th April 2026

Date of Next Review: 11th April 2028

- Other Expenses – For example, Humber Bridge Tolls, Car Parking, etc.
- £Amount – Add the costs for the Other Expenses in this Column.
- Manually Calculate the Total Mileage and Total Columns and input £.
- Total Claim – This is automatically calculated from the Total Mileage and Total Columns.

An example, is shown below, of a correctly completed Claims Form.

Claimants Name: John Smith		Date: 11th May 2022						
Email: johnsmith@email.com								
*Bank Account Details:		Sortcode	Account Number					Name on Account
Example	77-12-29	12345678	John Smith					
*Please provide on first claim and then only if you change your account								
Claim Details:								
Date	Event	Start Point	Event Location	Role	Mileage	Other Expenses	£Amount	
01/02/2022	Humber Open	Barton Upon Humber	Princess Mary Stadium Cleckheaton	Coach/Official	102 £45.90	bridge toll car park	£3.00 £2.00	
Mileage C/Fwd 10		Total Mileage @45p per mile		£45.90	Total	£5.00		
Total Claim			£50.90					

Items that cannot be claimed for are Refreshments, Meals and Accommodation **UNLESS** there is prior approval in writing from the BADAC Treasurer.

Submitting Your Claim

One claim per month and must be submitted for the previous month within 14 days. Once your Claim Form is completed, please email this to the BADAC Treasurer – [on treasurer.badac@gmail.com](mailto:treasurer.badac@gmail.com)

Authorisation of Claims

The BADAC Treasure can authorise any claim up to £150. If the amount is more than £150 then the Club Chairman or second Committee Member must co-authorise the amount.