

## Volunteer Expenses Policy

PENTATHLON GB will reimburse all reasonable expenses incurred for those volunteering at an authorised PENTATHLON GB National event providing volunteers follow this policy correctly.

PENTATHLON GB have the right to refuse the reimbursement of expenses that are not deemed to be appropriate or are considered to be fraudulent

### Accommodation.

The following rules apply for accommodation expense claims submitted by volunteers:

- Accommodation will only be reimbursed with prior agreement from a member of the PGB Events Team.
- This will generally include if a volunteer is on site for 2 consecutive days or more, or there is a necessity for an early morning or late evening.
- Subject to this approval, a maximum of £90 per night will be reimbursed.

### Meals.

The following rules apply for meal expense claims submitted by volunteers:

- PGB is committed to providing our volunteers with healthy and substantial food to support them throughout the day.
- Where food is provided, expenses will not be reimbursed.
- In circumstances whereby a volunteer does not arrive home before 10pm or in circumstances where PGB is unable to provide an evening meal, then this is claimable up to £15 per day.
- If pre-agreed accommodation includes breakfast a subsequent claim cannot be submitted for.
- If a volunteer is on site prior to 9am, breakfast will be provided.

### Travel.

The following rules apply for travel expense claims submitted by volunteers:

- PGB is committed to reducing our carbon footprint and we ask volunteers to carefully consider their method and necessity of travel.

- We encourage the use of public transport, lift sharing and where possible means of walking or cycling.
- The most cost-effective method of travel must be chosen providing it is fit for purpose.
- Where a mileage allowance is claimed for journeys, the current HMRC limits allow a claim of 45p per mile when using a private vehicle.
- In an effort to encourage car sharing a driver who provides transport to another volunteer would be eligible to claim 55p per mile.
- Unless pre-agreed with PGB event team, all travel expenses will be subject to a £100 maximum.
- When claiming for mileage, volunteers must complete their expense form and give details of:
  1. Starting point and destination
  2. Date of travel
  3. Purpose of the journey
  4. Names of other volunteers travelling in the same car
  5. Total cost of journey using the appropriate mileage rate.
- Taxi fares will be reimbursed only in the following circumstances, where:
  - 1) there are a number of volunteers travelling together resulting in a cost saving;
  - 2) Public transport is closed or not available;
  - or 3) There are reasonable concerns for personal safety, such as late-night travel.
- Car parking expenses incurred whilst supporting at an official PENTATHLON GB national event may be claimed on production of a valid receipt or the actual car parking ticket.

### Important information.

- All expenses claimed should be done so using the appropriate expenses claim form and must be supported with original and itemised receipts, including VAT receipts with VAT registration. Debit and credit card slips are not acceptable as receipts.
- PENTATHLON GB will only reimburse expenses actually incurred and with valid receipts and will not pay any 'round-sum' allowances to employees.
- Claim forms must be submitted to the competition director or assistant for approval and must be received within **1 month of the event date**. Claim submissions made after this deadline will not be granted.
- Reimbursement will be made into the volunteer's nominated bank account.
- Reimbursement may be delayed or refused if expenditure cannot be proved/evidenced, and/or the terms of this policy are not followed correctly.