NJN Expense Claims Policy 2026

1. INTRODUCTION

This policy sets out the procedures for claiming travel and related expenditure incurred on official business for Newbury Junior Netball. It defines the responsibilities of both the claimant and the authoriser.

The guidance cannot cover every eventuality. If you have any queries, please speak directly to the Treasurer.

2. GENERAL PRINCIPLES

Newbury Junior Netball will reimburse the necessary costs incurred by volunteers when travelling and for the running of official business. Claims must be submitted within 3 months of tavel or expenditure.

Volunteers should strive and endeavour to always use the most effective and economic means of travel and/or accommodation, considering both cost and time.

Newbury Junior Netball may refuse to meet any expenses that are considered unreasonable, or which could have been avoided had the journey been better planned. Where there is an element of doubt, contact the Treasurer or Chair for clarification.

It is the claimant's responsibility to submit an accurate claim for expenses which complies with these travel and expenditure rules. All travel, regardless of how it is paid for, must be covered by an expense claim completed by the traveller. Any person who makes a false claim under this policy renders themselves liable to disciplinary action.

Supporting documentation/receipts must be attached to the claim form.

Any single claim over £40 must be pre-authorised by the Treasurer and or the Head Coach in advance.

You may claim for reasonable actual personal expenses whilst travelling on official business up to the limits set out in paragraphs below. These limits are based on thresholds identified by the Inland Revenue. Claims must be supported by receipts.

Claims made for expenses under this policy should clearly identify the activity for which the expense has been claimed against.

3. ACCOMMODATION AND MEALS

Hotel accommodation should be equivalent to a Premier Inn or Travel Lodge standard. The full cost of the accommodation may be claimed and, when staying overnight, an allowance of £20 will be permitted towards the cost of breakfast, lunch and evening meal.

Personal incidental expenditure incurred during overnight accommodation, such as private telephone calls, video hire, laundry and bar bills are not reclaimable

4. TRAVELLING EXPENSES

Volunteers are reminded that they should travel using standard class wherever practical. All journeys via public transport will be reimbursed on production of the ticket or ticket receipt.

Travel insurance will **NOT** be covered by Newbury Junior Netball.

5. MOTOR VEHICLES

You may use a private motor vehicle and claim the following mileage allowance rates. Regardless of the engine size or type of the car all mileage can be claimed at:

45p per mile

These rates are within Inland Revenue limits and cannot create a personal tax liability. There are no supplementary allowances for carrying a passenger. Mileage can be claimed for the entire journey

You will be reimbursed the cost of reasonable and necessary garaging and parking fees, tolls and ferry charges incurred.

If using a private motor vehicle, you may claim the distance travelled provided you have taken the route you judge to be quickest.

6. MOTOR INSURANCE

Your own insurance must cover business use. Please contact your insurer to ensure you are covered for business use. There is not normally a charge for this, but you must advise your insurer. In the unlikely event you are involved in an accident whilst on Newbury Junior Netball business you need to ensure you and your passengers may claim against your own insurance. Newbury Junior Netball does not have insurance in place to cover you and/or your passengers whilst travelling on business.

7. REIMBURSEMENTS OF EXPENSES

The expenses form should be used for all expenses claimed, and care should be taken to ensure it is correct.

It is the claimant's responsibility to ensure that the necessary approvals are obtained and that claims are correctly completed. Invoices, tickets, and any other documents needed to support the travel claim must be attached to the form.

Claims will be reimbursed by direct bank transfer within 30 days of receipt of a valid expense claim form.

8. OFFICIATING and TOURNAMENT PERSONNEL

All umpires, coaches and table officials who officiate at any league game or NJN tournament are able to claim expenses as per below as agreed in the committee meetings.

Umpires will be paid an honorarium of £20.00 to cover expenses per game.

Level 2 Coaches will be paid for travel to and from any league game or tournament as set out in sections 4 and 5. Where possible a lift share should be sought or partially sought whichever is most applicable for the journey.

Other volunteers required to be present will require prior approval from the Treasurer before claiming travel for expenses.

Reviewed and Approved May 2026