

Harrow AC Expenses Policy

As a not-for-profit organisation and to protect members funds all expense claims will be fully vetted before payment is made. It is the responsibility of the claimant to ensure that any claim is in line with club policy.

Club matches

Team managers are responsible for authorizing any proposed expenditure in regard to club matches (including both athletes and officials) within the general policy guidelines of the club and budget limit for the season set by the Committee for their team. Evidence of expenses incurred must be provided.

Other expenses

For other expenses, all claims must be made in writing (email acceptable) and signed by the claimant and submitted, together with receipts (or other proof of expenditure acceptable to the Treasurer) for authorization to the Treasurer. Approval by one or two Committee members is required before any reimbursement is made. All club vests and crop tops supplied to club members must be paid for when received.

Mileage rate

The mileage rate for car travel is 25p per mile, subject to a minimum distance traveled.

Reimbursement

Where expenses have been authorized, these will normally be reimbursed by bank transfer to the member's personal bank account within 28 days of the Treasurer receiving the claim. Where payment for expenditure has not yet been incurred the Treasurer will settle directly with the supplier.

A copy of the full expenses policy is available to club members from the Treasurer (rheath45@btinternet.com).

National Athletics League

The NAL finances are separate from the main club finances. The expense policy described above applies to the NAL except that the team managers have the discretion needed to ensure the success of the team.

September 2023