

BSAC Expenses policy

BSAC Council acknowledges the amount of effort given by members at all levels of BSAC activities and would like to ensure that our volunteer workers and staff are not out-of-pocket by undertaking any work on behalf of BSAC.

However, we have a duty to our members to show that this policy is fair and equitable and is not open to abuse. Any type of expense claim not included in this procedure **must** have prior approval from BSAC in advance of incurring the expense and must be in writing.

Reason for expenses

It is only intended to reimburse volunteer members and staff for extra expenses incurred whilst carrying out the business of BSAC.

Receipts

With the exception of mileage, all claims that incur VAT must be supported by a VAT receipt. It will not be possible for BSAC to pay the VAT included in a claim without a VAT receipt.

Wherever possible, any claim that is submitted should have supporting receipts. Any claim made without a receipt should state why a receipt was not available. It will be at the discretion of BSAC whether such expense claims are authorised for payment. For individual amounts over £5.00, receipts **must** be attached.

Credit card vouchers are not acceptable as a receipt. VAT cannot be reclaimed if original receipts are not attached.

Types of expense and guidelines

Private cars used on behalf of BSAC

It is the responsibility of the individual to ensure that their insurance cover is adequate for their intended use. BSAC will accept no responsibility for claims in respect of default or deficiency in the individual's insurance cover.

If your insurance policy has an excess clause, BSAC will not be liable for payment of any excess you may incur. A flat rate of motor mileage is payable as published; you should ensure that you claim only the rate due when the expense was incurred.

Mileage

Mileage allowance is **45p per mile**. An additional amount of **5p per mile** is payable for any additional passenger carried.

Emission & parking charges can be reclaimed in full.

Please ensure that you make a claim for the most economical journey cost. Where it is advantageous to travel by a different route or to make a detour to pick another member of staff up then

this should be noted on the expense claim form. The passenger allowance is applicable when the passenger(s) would have been entitled to claim expenses in their own right and is payable for the miles incurred when the passenger is in the car.

The use of mileage allowance means it is unnecessary to obtain and submit receipts for purchase of fuel, except in cases of special circumstances.

Taxi

The cost of a taxi will be reimbursed if:

- There is no other reasonable means of transport available to you.
- There were several people travelling and therefore it was the cheapest method of travel.
- There was excessive luggage/ diving gear making travel by other methods impossible.

When claiming taxi fares, please state why it was necessary.

Other transport costs

- **Ferry:** the cheapest class of ticket should be purchased.
- **Rail travel:** standard class only fares will be reimbursed in full.
- **Vehicle rental:** permitted only with prior approval from the appropriate Chief Examiner/ Manager/ Officer.
- **Air travel:** must be authorised in advance by BSAC and in an agreed class as permitted by the appropriate Officer or BSAC.
- **Parking:** reasonable parking charges will be reimbursed - receipt required.

Advances

When a large expense is envisaged, a senior administrator of BSAC can arrange an advance against this expenditure.

Any monies so advanced must only be used for the purpose for which it was approved and granted and is repayable immediately upon request. All advances are subject to normal expense claims when the monies are spent, and any monies not used will be repayable immediately to BSAC.

Accommodation

BSAC will reimburse the actual cost of accommodation up to the published maximum when it is impractical for you to travel home (more than one hour or 50 miles).

A course boss should approve accommodation for volunteers who are outside these criteria as part of the course arrangements.

If accommodation is required for any other reason, this should be approved prior to travel with BSAC.

The accommodation allowance is **£100 per room per night**, with this rising to **£130 per room per night** in London. This is based on two people sharing wherever practical.

When claiming accommodation for others, their names must be listed on the claims form.

Meals

BSAC will reimburse the actual cost of meals necessarily taken whilst on the business of BSAC up to the maximum figures published. A VAT receipt **must** support this.

- **Breakfast:** £10 per person (where not included in accommodation allowance)
- **Lunch:** £10 per person
- **Dinner:** £25 per person

These guidelines are the maximum amount that will be reimbursed. If claiming for meals for others, their names must be listed on the claim form.

Other expenditure

Care expenses

Lead instructors or a senior BSAC administrator may authorise payment for childcare or adult/ elder care in the case of couples or single parents (carers/ guardians) from time to time up to the maximum limit published by Council.

Council members and staff are also entitled to claim this expense when undertaking Council activities.

The limit is currently **£50 per day**. BSAC must agree to this prior to incurring any expense.

Instructor aids

Allowances are available to members/ staff of BSAC who assist on the ITS and SOC for course preparation materials. Prior to purchase of materials, advice should be sought from BSAC as to whether they are able to supply the materials. A receipt must accompany all claims for purchases.

Up to £10 per event- excluding preparation events and examinations.

Communications

Telephone or mobile calls made on behalf of BSAC will be reimbursed and are subject to the claim being submitted in the quarter/ month subsequent to receiving the itemised bill.

You should clearly highlight on the itemised bill the number called and the time and duration of the call. The call should be as brief as possible. All calls should be made at the cheapest rate available.

Claims not supported by itemised bills will not be authorised.

Consumables

Paper and other consumables used on behalf of BSAC will be reimbursed up to a set limit. Subject to the following:

- Obtaining a budget from BSAC prior to any purchase being made.
- BSAC may be able to supply the items at a lower cost due to bulk purchase.
- Where possible, generic items should be purchased in place of branded, more expensive items.
- An **itemised** receipt must support any purchase made.
- If you choose to purchase the more expensive items, you will only be reimbursed up to the lower amount.

Postage

Postage costs will be reimbursed. Whenever possible, mail should be sent second class or parcel post. You should obtain a receipt for all purchases of stamps and postage of items.

Entertaining

If, whilst engaged on the business of BSAC, you have to fund a group event (such as a meal) for a client, that cost can be reimbursed up to a set limit. All such events must be authorised in advance by BSAC.

- All members of the group must be named on the claim form and their company address clearly shown.
- The reason for the event must be stated.
- No one **present** at the event is authorised to countersign the claim.
- The **receipt must be itemised** and clearly show what has been provided and the number in the party. In addition, it should clearly show the provider's address and contact number.
- When submitting a group claim, the receipts should all be submitted as a single group and each form clearly marked to show it is a group claim. The lead claim form should have receipts attached and must be clearly marked the **'lead form'**. If, for any reason, your form cannot be submitted with the group claims, you must clearly show when the batch of claims was sent, and which claim was the lead form. This may result in a delay in the processing of your form.

Gas

A receipt must be submitted to claim reimbursement for gas fills up over the published limit.

- Air **up to £7.00 per fill.**
- Nitrox **up to £10.00 per fill.**
- Other gas **up to £7.00 per fill.**

Rebreather use

A maximum rate of **£15.00 per day** is allowable to cover the cost of rebreather consumables.

Inland sites

Access fees to inland sites will be reimbursed for instructors only, not students - receipt required.

Payments for larger (exceptional) expenses over £150

Authorisation must be obtained from BSAC HQ before committing BSAC to any expense not already specified within these expense guidelines. Bookings for flights and hard boats must be authorised by HQ before a booking is made on BSAC's behalf.

If you are a local organiser or if you are booking venue hire for centrally run events, please be aware that BSAC can pay for these services directly, please let us know by email if you need to charge anything to BSAC HQ and we can pay directly to the provider.

BSAC services to third party external organisations

From time to time, the skills and services of BSAC volunteers (for example, instructor trainers, snorkel instructor trainers) are required by organisations external to BSAC. In circumstances where BSAC is able to invoice the external organisation for these services, a round sum will be payable to the member providing these services.

This type of event must be approved by BSAC in advance of the event.

Round sum allowance: £125.00 per day

Authorisation of claim forms

An authorised signatory must approve all claims for expenditure. They must then be sent to BSAC where they will be processed for payment.

All claims submitted to BSAC will be audit checked. The level of checking will be at the discretion of the Chief Operating Officer and any queries will be made in the first instance directly to the person submitting the claim.

Approval authority levels

Claim from	Approval
Council	Chief Operating Officer/ Account Manager
HQ staff	Chief Operating Officer / Accounts Manager
Lead instructors	Senior BSAC administrator
Regional Coaches	Senior BSAC administrator

You are not allowed to certify your own claim.

When authorising a claim, you must ensure that:

1. The journey/ expense has been incurred on behalf of BSAC.
2. The claim is correct, and all required receipts are attached.
3. The travel arrangements were the most efficient and economical.

Policy notes

Please note: where a particular type of expense claim is not referred to within this policy, then this type of claim must receive prior written approval from BSAC. Without prior approval, the claim will not be processed. This approval should accompany the final claim when submitted.

In order to be approved and processed for payment, all claims for expenses must be submitted to BSAC within three months of incurring the expense.