



Middlesex Personal Expenses Policy

1. Objective of this policy

To set out the requirements and guidelines for reimbursement of expenses necessarily incurred in carrying out duties on behalf of the Middlesex County RFU Ltd ('County').

2. Scope

Relates to all expenses personally incurred on behalf of the County.

3. Audience

All duly appointed members of the Middlesex Management Board, and member of its Committees.

4. Requirements

- Expenditure must be reasonable and in keeping with the needs of the County
- All claimants must complete the County's claim form, together with supporting receipts (including VAT receipts if applicable)
 - If for any reason the original receipt is not available, a written explanation must be provided to the Treasurer
 - Expenses will not be paid without the receipt or a suitable written explanation
 - All claimants must check the accuracy of bills before paying them
- All claim forms must be submitted to the County Office for approval and processing
- Claims are required to be submitted in a timely manner, preferably within one month
- All expenses must be approved by the Treasurer or other member of the Board (preferably before they are incurred)
- No-one can approve their own expenses
- Claims are made in compliance with this policy, and its requirements.

5. Guidelines for Expenses

5.1 Refundable Expenses

These expenses will be reimbursed as follows:

- Car Expenses – 45p per mile for journey in excess of 10 miles
- Public transport – ticket cost if above £10
- Entertainment, catering and bar bills – only reimbursed if authorised in advance by the Treasurer
- County Committee Meetings – cost of travel will not usually be refunded unless approved by Treasurer. Tolls and parking charges may be reimbursed
- Expenses relating to catering for post-match team meals for MCRFU representative teams, or for First Aid, Physio, referees and other similarly direct and necessary expenditure at County matches will be reimbursed. No advance authorisation is required.

5.2 Non-Refundable Expenses

These include, but are not limited to:

- Personal and travel expenses not related to County activity
- Fines – traffic/parking violations
- Bar bills, catering and entertainment, except as stated above
- Clothing.

6. Owner of this Policy

This policy is owned by the Treasurer and approved by the Middlesex Management Board. This policy will be reviewed and updated annually.

7. Document Approval History

Date	Version	Document Approver	Comment
30 June 2020	Version 1	Middlesex Management Board	To be reviewed in August to September 2021

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