



ABSW expenses policy

Under £100

This part of the policy is designed to cover personal expenses incurred solely on Association business up to the value of £100.

Expenses covered under this policy are usually confined to personal expenses such as travel and subsistence.

Those claiming travel expenses should travel by the most economical means practicable.

Travel expenses may only be claimed for journeys incurred solely on Association business. The purpose of the journeys must be agreed in advance by the committee and officially recorded.

Train travel and subsistence will be covered at cost. Car and bicycle mileage rates are those set in the HMRC guidelines.

Over £100

This part of policy is designed to cover personal expenses incurred solely on Association business over the value of £100.

Expenses covered under this policy are usually confined to expenses such as reimbursement for attendance at conferences and international meetings where a representative of the ABSW is required.

Claims for attendance are limited to those incurred solely on Association business.

The purpose of the attendance and the anticipated cost must be agreed in advance by the Board and officially recorded. As far as possible (and all else being equal) if it is more economical to send a substitute then the committee may nominate another member of ABSW to attend.

Whether for attendance or for some other purpose, advance approval is required for all claims over £100.

Receipts

Original VAT receipts must accompany all claims, please see **Appendix One** for further information on VAT receipts. Credit card slips or credit card/bank statements will not be accepted as evidence of business expenditure. All receipts must include details of the goods or services purchased.

If the claim relates to an e-receipt, this should be electronically attached to the emailed claim and a note entered that an e-receipt is attached.

The ABSW can reclaim the VAT charged on some business expenses. In order to make a proper claim the ABSW needs valid receipts to provide appropriate evidence. It is the claimant's responsibility to obtain a receipt showing VAT where it applies.

How to make a claim

All ABSW employees and trustees must claim expenses by using the relevant expenses claim form. A claim can be made in hard copy or by email but not both. Expenses should be claimed on the timetable below or whenever the amount totals more than £500, whichever is sooner.

Expenses claims by the Executive Secretary and the Finance and Membership Secretary must be submitted to the Treasurer and Chair for approval, and notified to the next Board meeting.

Expenses claims by Board members must be submitted for approval by the Treasurer and Chair, and notified to the next Board meeting.

Expenses claims by the Chair or Treasurer must be submitted and sent to the Finance and Membership Secretary and Vice Chair for approval.

Approval

Approvers are expected to review claims promptly and consider the following before approving:

- The appropriateness of the expenditure
- The expenses category chosen for each item
- The ledger code(s) charged
- Any policy violations

If there are queries on any of the above, claims should be challenged by the Approver and rejected if incorrect.

Expense claims not appropriately authorised will be returned.

Payments made through the ABSW Debit/Credit Card

The ABSW has one physical debit/credit card in order to facilitate the purchase of office items, travel and subsistence that would normally be paid for by an individual and then claimed back.

Debit card payments made via the card automatically appear in the ABSW current account but receipts must be provided for reconciliation purposes, done on a monthly basis.

For each purchase that is made using the ABSW card, whether it is done physically or online, a receipt must be submitted to the Finance and Membership Secretary, or if made by the Finance and Membership Secretary to the Chair and Treasurer.

Submitting receipts

These can either be forwarded to the Finance and Membership Secretary if provided by the company in emailable form or printed and submitted by hand. Photographs or scans are also acceptable. Order confirmations, tickets or Delivery Notes (even if they show the amount paid) are not accepted for this purpose.

Receipts must be submitted on a monthly basis or can be done on an 'as purchase' basis throughout the month.

Appendix One

As defined by HMRC, original VAT receipts must accompany all claims. Credit card slips or credit card/bank statements will not be accepted as evidence of expenditure. All receipts should show the following information:

- name, address and VAT number of the supplier
- date of supply and date of issue if different
- description of the goods or services
- for each VAT rate the total amount payable including VAT and the VAT rate charged
- name and address of person to whom the services are supplied (if appropriate)
- unit price (if the supply cannot be broken down into countable elements then the total tax exclusive price will be the unit price)
- the total amount of VAT charged