

## General guidelines

1. All expense forms must be **submitted within 28 days** and preferably within 14 days of the event. Forms submitted after this time will not be processed.
2. All expenses, with the exception of mileage, must be evidenced with a proof of purchase showing the total amount. Expenses claimed without evidence cannot be reimbursed.
3. There is no Employment Relationship between yourself and BUSA. BUSA are not responsible for making any deductions from payments made to you for tax purposes. Any tax liability arising is your responsibility.
4. Claims should be sent to the BUSA Treasurer ([busatreasurer@gmail.com](mailto:busatreasurer@gmail.com)) as 'BUSA volunteer claims form'.

## Data Protection

The information submitted in this form will only be used for the purposes of processing the claim form and paying your expenses. Your personal data will be held securely by BUSA and only handled by those required to do so for the purposes of processing your claim. BUSA will comply with the BUCS Privacy Policy and data protection legislation at all times.

## Accommodation

BUSA will provide single-room accommodation for race officials for each racing day of an event if required. This should be booked through the technical delegate issuing the invitation. Additional booking made be made for the night before the event if travel would be required before 8am, or the last day of event if travel is not possible on this day. Committee members requiring accommodation to attend meetings, should discuss this with the BUSA Treasurer.

## Travel

We ask you to travel by the cheapest route wherever possible and book plane and train tickets as far in advance as possible. If you would prefer BUSA book train/plane travel for you, please let the BUSA Treasurer know.

1. BUSA will reimburse costs for **standard class train and air travel**. All receipts or tickets must show the cost, start and destination locations, date of travel and date of purchase. 'Screenshots' and pictures of rail tickets are acceptable.
2. BUCS will reimburse car travel at a rate of **£0.30 per mile** for private vehicle use. Only one reimbursement per vehicle is permitted BUSA reserves the right to request proof of travel for large claims. If towing, the allowance is £0.40 per mile for first 100 miles, and £0.30 for each mile thereafter. It is acceptable to claim for mileage required while at an event (e.g travel between the hotel and venue), please add this to the total amount claimed.
3. If a hire car is required for a journey, please discuss this before booking with the BUSA Treasurer.
4. BUCS can reimburse car parking on production of tickets (including date and cost) for a maximum of seven days.
5. For public transport within London, you should identify in advance the cheapest option. This would usually be using an Oyster card or contactless card.

## Subsistence

Subsistence may only be claimed where food is not provided by BUSA. The **maximum allowances** for the reimbursement of meals are:

£8	Breakfast
£10	Lunch
£18	Dinner

**VAT receipts must be provided for subsistence expenses.** Please note that BUSA cannot reimburse the purchase of alcoholic beverages.

## Payment

If approved, claims are paid within 3 weeks of receipt. During busy periods, this may increase to 4 weeks.

**We are very grateful for your valuable contribution. All our supporters are extremely important to the sport and we thank you for your continued assistance and expertise. If you have any queries with your expense form, please the BUSA Treasurer, or the organisers of the event you have attended.**