

# Kingswood Sports CIO Staff Expenses Policy and Procedures

**Policy Number:** KS-ST-01

**Effective Date:** September 2024

**Review Date:** September 2025

**Approved by:** Board of Trustees

**Version:** 1.0

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## 1. Purpose

This policy outlines the circumstances under which Kingswood Sports CIO paid employees can claim expenses incurred during their duties. It ensures transparency, accountability, and compliance with Charity Commission guidelines.

## 2. Scope

This policy applies to all paid staff members of Kingswood Sports CIO.

## 3. Definitions

**Expenses:** Costs incurred by staff members in performing their duties are reimbursable by the Charity.

**Reasonable Expenses:** Expenses that are necessary, appropriate, and proportionate to the duties performed by the trustees.

## 4. Policy Statement

- Staff are entitled to claim reimbursement for reasonable expenses incurred while performing their duties.
- The reimbursement of expenses is not a form of remuneration; staff can recover legitimate costs with provided evidence.

## 5. Eligible Expenses

With prior agreement from Kingswood Sport management, staff can claim reimbursement for the following types of expenses:

### 1. Travel:

- Public transport (bus, train, tram).
- Mileage allowance for personal vehicle use at HMRC-approved rates.
- Taxi fares when public transport is not feasible.
- Parking fees.

**2. Accommodation:**

- Hotel or other lodging costs for overnight stays when attending events or meetings on behalf of the Charity.

**3. Meals:**

- Reasonable costs for meals when attending events or meetings that span meal times.

**4. Communications:**

- Telephone calls, postage, and printing costs directly relate to charity duties.

**5. Training and Development:**

- Costs for attending training courses, conferences, or seminars relevant to staffing and charity responsibilities.

**6. Other:**

- Any other expenses incurred in performing duties are subject to prior approval by the Board of Trustees.

**6. Procedures for Claiming Expenses**

**1. Documentation:**

- Staff must complete an expense claim form for all expenses incurred.
- Original receipts or invoices must be attached to the expense claim form.

**2. Submission:**

- Expense claim forms should be submitted to the designated finance officer within 30 days of the expense.

**3. Approval:**

- The designated finance officer will review and approve expense claims.
- Claims exceeding a certain threshold (to be determined by the Board of Trustees) require approval from the Chair of the Board of Trustees or another designated trustee.

**4. Reimbursement:**

- Approved expenses will be reimbursed via bank transfer within 14 days of approval.
- Staff members will be notified if any part of their claim is not approved, with reasons provided.

**7. Responsibilities**

**Staff:**

- Ensure that the expenses claimed are reasonable and necessary.
- Submit expense claims promptly and with appropriate documentation.

**Finance Officer:**

- Review and approve expense claims.
- Ensure timely reimbursement of approved expenses.

- Maintain records of all expense claims and reimbursements.

**Board of Trustees:**

- Oversee the implementation and review of this policy.
- Approve expenses that exceed the designated threshold.

**8. Monitoring and Review**

- This policy will be reviewed annually by the Board of Trustees.
- The review process will consider feedback from trustees and the finance officer.
- The effectiveness and compliance with the policy will be monitored through regular audits of expense claims.

**9. Contact Information**

For any queries or assistance regarding this policy, please contact:

**Designated Finance Officer:**

Shane Davy ([shane.davy@kingswoodsports.co.uk](mailto:shane.davy@kingswoodsports.co.uk))

**Chair of the Board of Trustees:**

Sarah Weichardt ([sarah.weichardt@kingswoodsports.co.uk](mailto:sarah.weichardt@kingswoodsports.co.uk))

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**Approved by:**

[Signature]

Sarah Weichardt  
Chair of the Board of Trustees  
Kingswood Sports CIO

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This policy ensures that trustees are reimbursed for necessary expenses incurred in their roles, promoting transparency and accountability while supporting Kingswood Sports CIO's effective governance.