



Lancashire Football Association

Allowances & Expenses Policy

Foreword by the Chair

Lancashire Football Association ('Lancashire FA') is a not for profit organisation and is determined to minimise expenditure, and any expenses occurring through the course of conducting Lancashire FA business should be economical and modest and should be approved formally ahead of expenditure.

Mr Roger Haydock
Lancashire Football Association Chair



Policy Statement

It is the policy of the Company that Lancashire FA Board Members, Football Advisory Board Members, CEO, Senior Leadership Team and all workforce are permitted to be reimbursed for business travel, and any subsistence and accommodation expenses wholly, exclusively and necessarily incurred in the performance of their duties associated with their position, when away from their usual place of work. Specifically, expenses relating to travel between home and Lancashire FA Headquarters, and food expenses during the regular working day are excluded from claims. However, if an individual is working from their usual place of work beyond 10pm and where public transport is not a reasonable option because of this timing, on an exceptional basis the individual may claim for travel from work directly to their home by private taxi.

When booking travel and accommodation it is expected that costs will be minimised where possible.

Lancashire FA Board Member Expenses

Lancashire FA is a 'not for profit' organisation and the Board of Directors are volunteers. As such, there is no attendance allowance for Board Meetings, and any travel on behalf of Lancashire FA business that will incur expenses requires approval by the Chair.

Given that the majority of work is conducted electronically, any expenses relating to stationery and postage are expected to be below £15 per annum. Receipts are required for any such claims.

Type of Expenses Permitted

The following expenses are permitted:

Type of Expense	Allowance
Travel by Car when on business travel	Reimbursed at HMRC's approved amounts, currently 45p per mile. Details of the journey start point and destination must be included when claiming. The cost of parking will be reimbursed.
Travel by Train when on business travel	Economy travel with tickets purchased to ensure the most economic and cheapest possible fare is obtained, ideally at least 7 days ahead of the date of travel.
Travel by airplane when on business travel	Economy travel with tickets purchased to ensure the most economic and cheapest possible fare is obtained.
Hotel Accommodation when on business travel	Max. £100/night including breakfast. This allowance increases to £150/night including breakfast for London accommodation. No incidental expenses, such as room service, film subscription charges or newspapers, can be claimed.
Subsistence when on business travel (Food & Drink)	If you are working away from the office and this involves an overnight stay, you can make a claim for reasonable subsistence expenses away from your hotel on production of receipts (£25 maximum for an evening meal, £10 maximum for lunch and £10 maximum for breakfast however, receipts confirming actual spend must be provided).



Expenses Approval

All [expenses to be submitted for line manager approval using this form](#) ahead of being incurred. Heads of Department provide approval for the members of staff in their departments, the CEO provides approval for SLT and the Chair of the Board of Directors provides approval for the Board.

The only exception to the requirement for pre-approval is for stationery and postage, which does not require prior approval.

Requirements for Reimbursement

In general, reimbursement will only be made if:

- Prior approval has been sought
- Appropriate, original receipts or invoices are provided
- The expenses have been accurately logged on Xero
- The expenses are claimed within 1 month of being incurred - Lancashire FA reserves the right to not reimburse claims submitted more than 1 month after the expense was incurred
- The expenses are claimed within the same financial year (Lancashire FA financial year runs to 30th June). Expenses incurred between 25th and 30th June each year must be claimed by 10th July.

Expense Reimbursement

Expense claims submitted via Xero, will be reimbursed directly to the bank account of the expense submitter via a monthly BACS payment.