

Ulverston Canoe Club - Expenses

Our club Activity Leaders commit their time, energy and financial investment to gain formal leading / coaching qualifications or internal sign-off so that they may be deployed to lead club activities for members and guests. While we cannot compensate our Leaders for their time and energy, we should recognise the responsibilities that they accept and, to some extent, mitigate the financial burden of leading for our club.

In order to help with this our committee and Trustees have determined that our Activity Leaders should be able to claim reasonable expenses when leading club activities. This note records what has been agreed and serves to provide clarity and transparency to the matter.

When may expenses be claimed?

Club Leaders may claim reasonable expenses when leading club activities attended by at least 4 club members or, additionally, when attending training or other courses as might be agreed in advance by the committee and Trustees. Club activities are as defined in Section 5 of our Operating Procedure while "other courses" include any relevant course or activity as approved by the committee and Trustees.

What expenses may be claimed?

Mileage: Activity Leaders may claim reasonable ⁽¹⁾ mileage costs at current HMRC rate per mile for travel to and from club activities. Mileage claims will normally be limited to a maximum of a 40 mile each way journey to the venue and, if claiming for leading a paddle or similar activity, there must be at least 4 (including the Activity Leader) club members attending the activity.

Parking charges: Activity Leaders may reclaim parking charges associated with club activities as above on production of a valid receipt or parking ticket.

Other reasonable expenses may be claimed with the prior agreement of the committee and Trustees.

Managing expense claims

Normal paddling activities: Activity Leaders may assume that they may submit a mileage claim of up to a maximum of 40 miles per trip plus reasonable car parking costs provided that there are at least 4 club members attending. All claims, with detail of the trip venue and journey, supported by receipts or other evidence of expenditure, shall be passed to the club Treasurer within 3 months of the trip having taken place or will be time-barred.

Other reasonable expenses – claims for expenses associated with activities other than paddling activities should be supported by reference to prior discussion regarding the activity against which a claim is raised. This will normally involve the claimant, Treasurer and either Chair or Secretary, ideally at a committee meeting. If not at a committee meeting then an email detailing the activity to the club Secretary, cc'd to the wider committee, should be circulated for the record.

(1) "Reasonable" in this context should mean mileage from the Activity Leader's home to the relevant venue.