

## Introduction

BSAC Council recognises the amount of effort given by members and would like to ensure that our volunteers and staff are not out-of-pocket when undertaking activities for BSAC. Council also has a responsibility to members to ensure that expenses paid are fair and reasonable.

This document sets out policies and the process for reclaiming expenses for centrally organised activities. BSAC affiliated clubs have their own arrangements are not covered by this policy.

## Scope

Expenses may be reclaimable for activities undertaken for BSAC including, giving (but not attending) training courses, attending business meetings at BSAC or with BSAC suppliers or customers, participating in certain industry events on behalf of BSAC and certain other activities.

If you are at all unsure whether expenses for a certain activity will be recoverable or if you have any other questions you must contact the BSAC Chief Executive Officer (CEO) or Chief Operations Officer (COO) for clarification prior to incurring costs.

## Approval authority

Claim for	Authorisation of Activity/Event	Approval of Claim
Council Activities	Board, Chair, Vice-chair	CEO or a nominated subordinate
CEO Activities	Chair, Vice-chair, P&C chair	Chair and V-Chair or Hon Tre (to avoid coelution)
HQ staff Activities	Line Manager	Line Manager
ITS Event (Boss)	HoDT	HoDT or a nominated subordinate
ITS Event (Staff)	HoDT	ITS (Boss) / HoDT or a nominated subordinate
SDC Event (HQ)	HoDT	HoDT or a nominated subordinate
HQ organised events (Dive Conference, Dive Shows)	Board	CEO or a nominated subordinate
BSAC Int Activities/Events	Board, International Sub-committee, CEO	CEO or a nominated subordinate

Other Activities/Events (Conferences)	Board, Chair, CEO	CEO or a nominated subordinate
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## Expenses requiring pre-approval

In addition to the normal approval process pre-approval is required for certain items before they are incurred, these items are:

- vehicle hire;
- air travel;
- any trips abroad from the UK mainland for whatever purpose;
- care expenses;
- ferry tickets
- hire costs for hard boats; and
- any other item, or related items, likely to cost more than £250

Pre-approval can be obtained from one of: BSAC CEO, Chair and Honorary Treasurer. In addition, the National Diving Officer and the Head of Diving and Training can provide pre-approval for expenses related to training and national diving events.

## Claim Forms

Claims must be submitted using the expenses claim form to BSAC HQ promptly, ideally within two weeks of being incurred. An authorised signatory must check and approve all claims before it is submitted, and individuals cannot authorise their own claim. Claims will be reviewed and any queries will be directed to the person submitting the claim.

Claims must have supporting receipts wherever possible. Any claim submitted without a receipt must state why a receipt was not available and may be rejected. Items that incur VAT must have a VAT receipt; credit card vouchers are not acceptable.

## Advance Payments

When a large expense is anticipated, the BSAC CEO or COO may agree an advance payment. This must only be used for the purpose for which it was granted and is repayable immediately upon request. Normal expense claims must be submitted when the monies are spent and any monies not used must be immediately paid back to BSAC.

## Detailed Policies and Allowances

## Private cars

A Mileage allowance of 45p per mile is reclaimable for private cars used on BSAC activities. It is not necessary to obtain and submit receipts for fuel. If you are unsure whether mileage for a specific event or activity is chargeable you must check in advance with BSAC HQ.

The claim should be for the most logical route. If a different route is used the reason must be provided on the expense claim form.

Emission and parking charges can be reclaimed in full, receipts are required for these.

Car sharing is encouraged for environmental and cost reasons. An additional 5p per mile is payable for any passenger. This applies where the passenger would have been entitled to claim expenses themselves and applies to the miles driven with the passenger.

Drivers must ensure that their cars are road worthy and legal and that their insurance cover is adequate. BSAC will accept no responsibility for claims in respect of default or deficiency in the individual's insurance cover or be liable for payment of any excess you may incur in the event of a claim.

## Taxis

The cost of a taxi will be reimbursed if:

- there is no other practical means of transport available; or
- there were several people so it was the cheapest means; or
- there was luggage/ diving gear making other travel impractical.

When claiming taxi fares, please provide the reason it was necessary and a receipt.

## Other Travel costs

- Ferry: the cheapest class of ticket should be purchased. Costs for lounges or cabin upgrades are not reclaimable.
- Rail: standard class only fares will be reimbursed.
- Vehicle hire: this is permitted where it makes sense but requires prior approval
- Air: must be economy class and requires prior approval. Costs for lounges or cabin upgrades are not reclaimable.

## Accommodation

For training events the course organiser must discuss and agree the accommodation requirements and costs in advance with the BSAC Head of Diving and Training or CEO. The Head of Diving and Training will provide guidance on appropriate accommodation and may make the bookings.

BSAC will reimburse the cost of accommodation up to the maximum below when it is impractical to travel home. This will depend on the timetable for the event as well as the distance to be travelled.

The maximum allowance for accommodation is £100 per room per night, or £130 per room per night in London. This is based on two people sharing and sharing should take place where it is both practical and appropriate. Alternatively, a member may elect for a single room if they pay the additional cost. For any further information or guidance please contact BSAC HQ.

When claiming accommodation for others, their names and membership number must be stated on the claim form. Receipts must be provided.

## Meals

BSAC will reimburse the actual cost of meals whilst on the business of BSAC up to the maximum figures set out below.

- Breakfast: £10 per person (where not included in accommodation allowance)
- Lunch: £10 per person
- Dinner: £30 per person

No costs for alcohol will be reimbursed

VAT receipts are required. If claiming for meals for others, all names and membership numbers must be shown on the claim form.

## Care expenses

Costs for childcare or adult/elder care in the case of couples or single parents (carers/guardians) can be claimed by instructors on courses and Council members and staff undertaking Council activities.

The limit is currently £50 per day. Prior approval is required.



## Gas Fills

The cost of gas fills for training activities can be reclaimed, receipts are required. Additional charges for Nitrox or Trimix fills cannot be claimed unless the course requires these. An amount of £15.00 per day is allowable to cover the cost of rebreather consumables.

## Diving fees

Access fees to the relevant inland or coastal sites will be reimbursed for instructors. Receipts are required.

Fees for hire of hard boats must be approved in advance and in any event will probably be paid direct by BSAC.