



Peterborough & District
Football League CIC



Expenses Policy

This document provides guidelines and establishes procedures for employees/volunteers incurring travel, entertainment and related expenses while on League business. The League will reimburse all approved and reasonable expenditure incurred in undertaking League duties. The guidelines enable controlled reimbursement to take place and indicate the evidence and the authorisation required. Amendments to the policy, procedures and expense levels should only be made with reference to the Directors.

It is the Director's responsibility to ensure that costs are controlled and that expenses cannot be deemed to be extravagant.

Claims can be reimbursed for the following:

- i. Attending board meetings or subcommittee meetings
- ii. Presentations on behalf of the League
- iii. PDFL ground inspection not a FA inspection

An expense claim must be supported by original receipts, invoices or similar. Credit card items should be accompanied by an itemised receipt giving full details of VAT numbers and amounts.

The Company will reimburse mileage at the following rates:

Car allowance recipients 40p per mile

The company will not pay any fines in connection with Road Traffic Act offences nor will the Company reimburse car wash or valet costs. It is the responsibility of the driver to ensure the car in his care is maintained to a reasonable level of cleanliness.

Accommodation costs are NOT claimable except in exceptional cases agreed by the Chairman/Vice Chairman prior to being claimed.

Meal costs are NOT claimable except in exceptional cases agreed by the Chairman/Vice Chairman prior to being claimed.



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