

## 1. Introduction

This document contains rules and guidelines relating to expenses incurred by British Ski and Snowboard (BSS) Employees or Employee/contractors whilst carrying out duties relating to their employment by BSS. The rules and guidelines should be applied in all cases and any breach of the Policy may result in Expenses not being reimbursed or cash advances being offset against Contract payments. All Expenses must be claimed within 6 weeks of incurring the expense on the required claim form in use by the BSS admin team from time to time.

### 1.1 Allowable Expenses

Below is a summary guideline of what is normally allowable, and what is not allowed. Details are provided in later sections

#### **Allowable**

On trips away from home that are on BSS related business (coaching programmes, management meetings, approved personal development)

- accommodation in a budget hotel (value to be sort on each occasion).
- travel to and from places of work (trains, ferries, buses, car parking, congestion charges,etc).
- reasonable meal expenses and refreshments
- Expense relating to company approved training/exams.
- Business related entertaining of customers/clients/sponsors, with prior approval from Head Coach/ CEO.
- Cost of visas for overseas business trips.
- Small office supplies e.g. paper, pens
- Equipment with authorisation of Head Coach

#### **Not Allowable**

Not allowable as legitimate business expenses at any time:

- personal entertainment and leisure activities e.g. hotel movies.
- laundry or dry cleaning of clothes.
- hairdressing, health club, etc if at additional cost to the room tariff.
- Personal gifts to employees (birthdays, anniversaries, retirement, etc).
- Events of a substantially social nature e.g. leaving celebrations
- Social/health/golf club membership fees.
- Babysitting/crèche expenses.
- Costs of journey from house to normal workplace.
- Large office and operational supplies (should be purchased via the Head Office).
- Meals/refreshments at employees' home base.
- Toiletries/Cosmetics/Clothing (non-uniform)
- Expenses relating to family pets.
- Parking tickets, speeding or congestion fines
- Replacement of lost/stolen/damaged personal possessions.



## 2. Travel

**AIR TRAVEL** – The most cost effective method of travel is to be used at all times. This will require booking well in advance, and using the appropriate travel agencies and search engines to find the best travel deals. Rail travel should be considered as an alternative travel method if air travel is costly. The office should be used for assistance with travel booking. **The lowest class of travel should be used at all times.**

**CAR/VAN TRAVEL** –If an employee/contractor is required to use a personal vehicle, then they will be entitled to mileage allowance, as long as the usage is approved by their line manager. Mileage rates are detailed below

Fuel Cost &Wear and Tear 40 pence per mile

Reimburse the cost of parking and tolls incurred for BSS business when supported by receipts. Employees/Contractors cannot claim for travel to and from their home residence to their permanent work location

**Insurance-** *It is a condition of a contractor using their private motor vehicle on BSS business that the employe/contractor holds insurance in respect of the vehicle as required by law, including Compulsory Third Party insurance. This is the sole responsibility of the contractor, and not BSS.*

**Disclaimer-** *All penalties arising from the improper use of a vehicle on BSS business, such as traffic and parking infringements are the sole responsibility of the driver and will not be borne by BSS. BSS will not accept liability for damage to, or loss of, an employee's motor vehicle used for BSS business nor the forfeiture of any 'no claims bonus'.*

*If an employee/contractor is supplied with a BSS vehicle then they are responsible for keeping that vehicle in good driving condition. Allowable expenditure for a BSS vehicle is as follows-*

Fuel - when within budget and when for the purpose of BSS duties. Under no circumstances should fuel expenses be claimed for private use. Any claims made outside of the employee/contractors programme/ schedule will not be reimbursed unless prior approval is sought by the Head coach.

Oil-when necessary and of an economical brand.

Screen wash–when necessary and of an economical brand. Bulk buy is recommended.

Tyres- vehicles will be provided for use with winter tyres.



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Repairs – All repairs should first be approved with the estimated parts and labour cost proposed to the Head coach.

Fines – Parking fines should be paid by the driver. Speeding fines will be forwarded to the employee/contractor responsible for the vehicle when not paid on site. Should the employee/contractor responsible for the vehicle not have been driving when the incident took place it is his/her responsibility to retrieve the money from whoever was. The amount will be docked from the employee/contractor's fee if it is not paid.

### 3. Accommodation

For employee/contractors to be able to effectively carry out their duties, overnight accommodation is required at several locations worldwide. BSS will pay the actual amount that the employee/contractor spends on accommodation. Where possible, the employee/contractor should aim to meet the following accommodation price guidelines in the table below, or come under budget.

Prices are based on half board and two persons sharing a twin room.

#### **Accommodation Price**

Europe, excluding UK €40 per person per night

Switzerland 80 CHF per person per night

USA / Canada \$45 per person per night

Scandinavia (Norway/Finland/Sweden) £50 per person per night

UK/ London £60 per person per night

**No accommodation costs for athletes are to be paid for by employee/contractors unless they are funded athletes. Any unauthorised spending for athletes will not be reimbursed to employee/contractors**

### 4. Food and Drink

Employee/contractors are entitled to the cost of meals where they are necessarily away from their permanent home base for business purposes. Meals are defined as breakfast, lunch and evening meal (dinner) and include one soft drink or tea or coffee per meal.

The allowance is as follows:

Breakfast – Payable if the employee/contractor has been in overnight accommodation as part of their duties. When breakfast is included in the hotel/accommodation rate, a separate breakfast allowance cannot be claimed.



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Lunch – Payable when an employee/contractor is away overnight from their permanent office base or home. When lunch is included in the hotel/accommodation rate, a separate lunch allowance cannot be claimed.

Dinner – Payable when an employee/contractor is away overnight from their permanent office base or home. When dinner is included in the hotel/accommodation rate, a separate dinner allowance cannot be claimed.

Travel food – Payable when an employee/contractor is travelling for more than 4 hours from/to their permanent address as part of their duties with BSS. Normally a maximum of one meal can be claimed during a European travel day (2 for UK to Mainland Europe) and 2 meals on a transatlantic travel day and only where a meal is not provided on a flight or by the departing or the destination hotel.

Where possible, the employee/contractor/employee should aim to meet the following food and drink cost guidelines below, or come under budget

BREAKFAST £5.00 / € 6.00 / 10.00 CHF / \$12.00

LUNCH £8.00 / € 10.00 / 16.00 CHF / \$16.00

DINNER £10.00 / € 12 / 20.00 CHF / \$25.00

Alcoholic beverages are not a company expense, and claims which include alcohol will not be authorised/ reimbursed. In addition to this, snacks and drinks out with meals specified above will not be authorised/ reimbursed.

**No food or drink costs for athletes is to be paid Any unauthorised spending for athletes will not be reimbursed to employee/contractors.**



## 5. Entertainment Expenses

Expenses relating to entertainment conducted for the transaction of business must be reasonable to BSS in the circumstances and supported by receipts. Such expenditure should be approved in advance by the Head Coach or CEO.

## 6. Mobile Phones

Each employee/contractor is required to have his/her own individual phone or blackberry contract, and handset.

Each employee/contractor will be paid a monthly allowance for mobile telephone usage. This allowance will be set on an annual basis during the budgeting process and will be agreed between the employee/contractor and BSS. The monthly allowance should be included as a separate line item on the monthly employee/contractors invoice and will be paid at the end of each month with the fees as invoiced.

No additional mobile phone costs or charges will be reimbursed over and above the monthly allowance. The monthly allowance is detailed in individual employment contracts.

For temporary staff travelling away from the office for events or team visits, a mobile phone allowance of £15 per week will be applied.

It is the employee/contractor's responsibility to keep the calls within the agreed monthly limit. Any overspends will not be reimbursed.

In the event that the employee/contractor phone is damaged/lost/stolen, it is the responsibility of the employee/contractor to have adequate insurance in place to replace the handset.

If your duties include driving, then it is also a requirement of the employee/contractor to obtain and use a 'hands free' kit, and comply with all relevant UK national and international driving laws relating to the use of mobile telephones.

## 7. Breaches of Expenses Policy

Any wilful breaches of this policy will be treated as a disciplinary matter and handled via the disciplinary process. Sanctions may include refusal to pay expenses incurred or dismissal.