



CMYC Reimbursement of Expenses

1 INTRODUCTION

The purpose of this Policy is to set out the rules and procedures for the reimbursement of expenses. Crawley Mariners Yacht Club (the “Club”) may reimburse its volunteers/members for expenses necessarily incurred to facilitate and / or support normal Club activities. There is no contract of employment between any volunteers/members and the Club.

1.1 Objectives

The objectives of this policy are to:

- clarify what expenses can be reimbursed
- ensure there is a process in place for the approval and reimbursement of expenditure.

2 VALID EXPENSES

All Expenses must be supported with a receipt for items purchased.

2.1 Committee Members

Management Committee members that are Directors of CMYC may incur expenditure or approve a member’s expenditure, without prior approval, in any one month as per the table below. This is for services, assets, consumables, materials and maintenance items that are for the benefit of the Club and are within the scope of their role or actions placed on them by the Committee. Higher value expenditure must have Committee approval.

2.2 Event and Course Coordinators

Coordinators of events and courses scheduled in the CMYC programme, or a member they approve, may incur expenses for course materials and consumables required for the course or event, provided these expenses are covered by income confirmed by bookings (e.g. WebCollect) at the time of the expense for the course or event. Refer to the table below. Where income has not been confirmed but is anticipated, e.g. meals at Open Meetings a maximum of £100 applies without the need for further approval.

2.3 Approval of other ongoing expenditure

The committee may approve specific members to incur regular expenses up to a maximum of £100 per month for specific tasks, such as powerboat fuelling, dinghy maintenance, cleaning products. This approval will be recorded within this policy (see table below) and may be terminated at any time by the Committee.

2.4 Galley Consumables

Those performing Galley Duties or coordinating Junior Saturday Club, Sunday Socials/Grebe Club may claim up to £5 per day for expenses for Galley.

2.5 Milage Allowance

Members travelling on behalf of the club, for example taking outboard motors to be serviced or attending conferences or workshops relevant to development within their role within the Club, may claim a mileage allowance.

Instructors may claim mileage allowance when they instruct at a course where the cost is covered by the course fee charged to attendees, such as CMYC run RYA courses.

Mileage allowance may not be claimed for attending duties or events at the club.



Members performing coastal duties may claim mileage from the Clubhouse to the event and return to the Clubhouse, together with Harbour dues for the Club's Powerboat.

A maximum mileage allowance of £0.30p per mile may be claimed, Mileage travelled will be based on the Google calculation for distance of travel between the Lake and destination.

3 HOW TO REQUEST APPROVAL FOR EXPENDITURE

A request for expenditure must describe the goods and/or services and their associated cost and should be sent to the Secretary (secretary@cmyc.co.uk) for inclusion in the agenda for the next available committee meeting. For urgent expenditure, if timing issues prevent pre-approval by the Committee at a routine meeting, approval can be given by a minimum of three of the four Flag Officers (refer to table below).

Once approved, the expenditure can be reimbursed as detailed below.

4 HOW TO MAKE A CLAIM

Claims for pre-approved and allowable expenses defined above should be recorded on the expense claim form (CMYC Website / Members Area / Documents) and submitted to the Treasurer (treasurer@cmyc.co.uk) with copies of receipts.

5 PRE-APPROVED EXPENSE LIMITS

Position / Role	Expenditure type	Value
Directors / Flag Officers / Officers	Specific to designated role or wider benefit to the Club. See 2.1 above	£150
Management Committee members	Specific to designated role. See 2.1 above	£100
RTC Principal	Course Materials or event coordination. See 2.2 above	As covered by WebCollect bookings
Event Coordinators	Event consumables. See 2.2 above	As covered by WebCollect bookings
Bosun	Fuel and fleet maintenance. See 2.3 above	£100
Galley Duty	Milk. See 2.4 above	£5 / day
Flag Officers (3 of 4 min)	Urgent Expenditure. See 3 above	3 of 4 up to £500 All 4 up to £1000