

## Threshold Sports - Expenses Policy

1. All expense forms must be **submitted within 14 days** of the event and in turn they will be paid 14 days from receipt of invoice. Expenses submitted after this time may take longer to be processed.
2. All expenses must be evidenced with a VAT receipt showing the total amount. Expenses claimed without evidence cannot be reimbursed.

### Travel

We ask you to travel by the cheapest route wherever possible and book plane/ bus/ train tickets at your earliest convenience once you have received your event role information.

1. Any claim for travel expenses for **more than £100 must be approved** in writing by a member of Threshold staff **before** incurring costs.
2. Threshold Sports will only reimburse costs for standard class travel. All receipts or tickets must state the cost, start and destination locations, date of travel and date of purchase. Train ticket 'collection receipts' are not valid.
3. If driving please car share where possible.
4. Threshold will reimburse car travel at a rate of **£0.45** per mile for private vehicle use. You can claim an additional **5p** per mile for each crew member you take with you. Only one reimbursement per vehicle is permitted. Start and finish location postcodes, and passenger names should be included.
5. For public transport within London, you should identify the cheapest option in advance. This could be:
  - i. Oyster card (Please register your card at <https://oyster.tfl.gov.uk> to evidence expenditure)
  - ii. Contactless card.
  - iii. Rail ticket to London including London travel card
  - iv. Rail ticket to London plus paper ticket purchase on arrival for London travel.
6. Travel time is not covered, unless specifically stated for that particular event. If you are unsure, please ask.

### Subsistence

Subsistence may only be claimed where food is not provided by Threshold at the event. The **maximum allowances** for the reimbursement of meals are:

- £5 Breakfast (If your role start time is before 8am)
- £10 Lunch
- £15 Dinner (If your role finish time is after 8pm)

VAT receipts must be provided for subsistence expenses. **Threshold cannot reimburse expenses without a VAT receipt.**

### Excluded items

Threshold will not cover the cost of any alcohol purchased.

No hot/cold beverages or snack items purchased outside of meal times will be covered.