

St Paul's Boxing Academy CIO Expenses Policy and Procedure

How do I claim my expenses?

Boxing expenses

If your expense claim is for any work undertaken for St Paul's Boxing Academy CIO please use the St Pauls Boxing Academy CIO expense claim forms which are available from the Head Coach or member of the Management Committee.

Please note; if you are claiming only for mileage you need only fill in the mileage form. All expenses claims must be submitted within one month of the date of the expenditure/travel that you are claiming for. St Paul's Boxing Academy CIO cannot guarantee payment of late claims.

IMPORTANT:

Complete relevant details i.e. date of travel/expense, reason for expense and total cost. (Please see the expense guidelines below)

Mileage Rates for all coaches, and volunteers

Engine Size (cc)	Rate Permitted	If Car Sharing
Under 1000	0.30	0.35
1001 to 2000	0.35	0.40
Over 2000	0.40	0.45

Expense Type	Rate
Rail	Standard Class Travel
Flights	Economy

Meals	
Breakfast	£7
Lunch	£9
Dinner	£15

Photocopied forms will not be accepted due to strict audit guidelines.

Please send all completed forms and/or receipts to:

Mike Bromby
St Paul's Boxing Academy
North Church side
Hull
HU1 1RP

If you have any further queries regarding expenses, contact Mike or a member of the Management Committee.