

# **The IMPS Motorcycle Display Team**

*[The IMPSTART Trust]*



## **Refunds/Expenses Claims Policy**

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## Safeguarding Policy - 1

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### **Purpose:**

From time to time team staff and others incur expenses and pay for goods for and on behalf of the Imps and this is greatly appreciated, as it is often impractical to forecast needs or provide cash up front. We wish to refund such claims within a month, or sooner, of payment, so that individual, are not out of pocket. In order to ensure proper recording and the reclaim of VAT, where appropriate, it is necessary for some ground rules to be laid down in everyone's interest, the following is the current policy on the matter.

### **Intended Results:**

To claim expenses or a refund an 'Expenses Claim' must be completed and the appropriate receipts attached.

When completed, this should be handed or posted to one of the Team's Directors within five days of the end of the month in which the expense was incurred, or sooner if possible – Please note, there are different Claim Forms for VAT receipts/invoices and non VAT receipts/invoices.

Whenever possible the name of the 'IMPS' must be included on the invoice/receipt so that VAT inspectors can verify that the expense is on behalf of the 'Imps'.

Whenever possible please ask for advance authorisation for expenditure from one of the team's Directors, so as to ensure we are in a position to meet the claim.

Very occasionally informal expenses have to be met where receipts or invoices will not be given e.g gratuities for refuse men who have been particularly helpful, again where possible please obtain advance authorisation for such expenditure and you will need to submit a 'Petty Cash Voucher' with your claim.

It may be necessary to incur expenditure when it is not possible to obtain advance authorisation, in such cases please work to the rule that such expenditure is seen to be 'reasonable' before committing yourself.

### *Note:*

*Your co-operation and understanding with the above requirements will be appreciated as we have to demonstrate proper controls over finance, correct accounting and wise use of our limited funds.*

**Intended Results:**



**Policy- 2**

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