



# Yorkshire Cricket Southern Premier League

[www.ycspl.co.uk](http://www.ycspl.co.uk)

## League expenditure policy

### ***Expenses claims***

- Claims may be made for any expenditure necessarily incurred on YCSPL business; no-one must be 'out of pocket' as a result of expenditure incurred on behalf of the League.
- All claims for reimbursement of expenses must be made on the League expenses claim form that is available online.
- Provided that claims are made on the League expenses form, and are received from a known email address, electronic claims will be deemed to be 'signed'; any necessary receipts must be scanned and attached.
- All other claims must be made on the League expenses form and should be signed and posted to the treasurer, along with any necessary receipts.
- Receipts are required for all individual items of £15 or more.
- Claims for expenses incurred on League business by people other than League officials, eg, club members, should be made in accordance with the above – the League official who has agreed the expenditure should notify the treasurer accordingly.

### ***Travel***

- Claims for travel expenses genuinely incurred may be made for attendance at meetings as a Board or committee member, or for attending League finals or representative games in an official capacity, eg, as match manager.
- Where a private car is used, mileage will be paid at 40p per mile.

### ***Internet***

- If a League official has significant internet usage, the League may make a contribution to these costs with the agreement of the chairman, vice-chairman or Head of Section.

### ***Approval for expenditure***

- Claims of up to £25 in total will be paid on the authority of the committee member making the claim.
- Claims and expenditure over £25 and up to £100 must be approved by the chairman, vice-chairman or Head of Section.
- Expenditure in excess of £100 must be approved by the LEB.

### ***Payment***

- The normal method of payment will be by BACS transfer; if this is not possible, payment will be made by cheque.
- The treasurer will not pay out any monies in cash.