

## LYG GAMESFORCE EXPENSE GUIDANCE 2022

### General guidelines

1. All expenses must be **submitted within 28 days** of the event [via the online form](#). Forms submitted after this time will not be processed.
2. All expenses must be evidenced with a proof of purchase showing the total amount. Expenses claimed without evidence cannot be reimbursed.
3. There is no Employment Relationship between yourself and LYG. LYG are not responsible for making any deductions from payments made to you for tax purposes. Any tax liability arising is your responsibility.

### Data Protection

The information submitted via the online form will only be used for the purposes of processing the claim form and paying your expenses. Your personal data will be held securely by LYG (including on our finance applications) and only handled by those required to do so for the purposes of processing your claim. LYG will comply with the LYG Privacy Policy and data protection legislation at all times. [The LYG Privacy Policy can be found here](#).

### Travel

LYG is committed to being a sustainable organisation. With the public transport network available in the Greater London area, LYG encourages all staff, officials and volunteers to take public transport to events wherever possible.

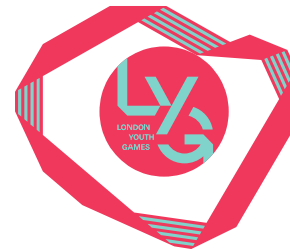
**Any claim for travel expenses for more than £15 must be approved in writing** by a member of LYG staff **before** incurring costs.

### Public Transport

1. We will only reimburse travel expenditure incurred within the UK.
2. For public transport within London, you should identify in advance the cheapest option. This would usually be using an Oyster card or contactless card. Please register your card at <https://oyster.tfl.gov.uk> to evidence this expenditure. If either of these options is not available to you, you should include a Travelcard in a rail ticket purchase or purchase a paper ticket, whichever is the cheapest option – LYG will not reimburse expenses incurred via the more expensive of these for your journey.
3. LYG will only reimburse costs for standard class train. 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.

### Private Vehicle

4. If you need to travel by private vehicle, where possible, please share with others who may be travelling to the same event. If you have seats available, please let us know, as we may be able to put other volunteers in touch with you.
5. LYG will reimburse car travel at a rate of £0.30 per mile for private vehicle use. Only one reimbursement per vehicle is permitted. **LYG will not pay over £15 on any private vehicle travel claim**, except in exceptional circumstances. LYG reserves the right to request proof of travel for any claims.
6. LYG will not reimburse costs incurred due to Congestion, Ultra Low Emission or Low Emission Zones.
7. A [map \(e.g. Google or AA route planner\)](#) must be provided detailing the route taken, which should be the shortest possible. LYG cannot reimburse private vehicle travel without a supporting map. If you would like help providing a map, please let us know. If the shortest route was unavailable, please explain why.



- LYG can reimburse car parking on production of tickets (including date and cost) where this has been necessary to attend an event.

#### Taxi or Ride Sharing Services

LYG will not reimburse any expenses associated with the hire of a taxi or ride sharing service such as Uber, Bolt, Kapten etc. except in exceptional circumstances. Should you require to use these services due to unexpected disruption on public transport, and you are unable to access a private vehicle, **please contact and seek approval from LYG before incurring the expense.**

#### **Subsistence**

Subsistence may only be claimed **where food is not provided by LYG**. If you are unsure of your eligibility for reimbursement, please check with a member of LYG staff before making any purchase. The **maximum allowances** for the reimbursement of meals are:

£7 Breakfast (only if travel is necessary before 8am)

£9 Lunch

£15 Dinner (only if arriving home after 9pm or where an overnight stay is required)

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

#### **Accommodation**

If accommodation is required to fulfil the commitments of the individual, this will be arranged and paid for by LYG. This will include any necessary subsistence.

LYG will not reimburse any expenses incurred for accommodation organised by an individual. **Should you require accommodation due to accessibility or mobility issues, which makes transport challenging, this needs to be approved by LYG in advance.** Where accommodation is approved, LYG will not reimburse any expenses incurred for subsistence.

#### **Payment**

If approved, claims are paid within 4 weeks of receipt.

**We are very grateful for your valuable contribution. All our supporters are extremely important to the development of youth sport and we thank you for your continued assistance and expertise. If you have any queries with your expense form, please contact the member of LYG staff responsible for the event or meeting you attended.**