The British Association of Barbershop Singers
It's The Harmony That Makes The Difference
BABS

Expense Policy

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Introduction

The Trustees of BABS are grateful for all the work carried out in their own time by its officers and volunteers. This expenses policy is designed to reflect best practice in our sector, and to represent both good value to the Association and fairness to our volunteers.

1. Making an Expense Claim

All expenses are claimed by filling in the expense form and emailing a copy of the completed form and relevant receipts to the authorising Director. Please note that the Director of Events, or Chair in absence of Director of Events, is the authorising Director for Convention. The Director of Music & Education, or Chair in absence of Director of Music & Education, is the authorising director for Directors Academy, Prelims, Harmony College and other education events and seminars. Expenses claims for these events MUST be submitted directly to them. They will submit their own expense claims to another Director.

The latest version of the expense form can be found by logging into the Members Area on http://www. singbarbershop.com/ and navigating to the Document Centre. Once submitted by the authorising Director, payment will be made on the next available payment run (normally next week).

All claims must be submitted within 30 days after they are incurred.

Expenses may only be claimed for persons engaged in business on behalf of the Association.

Overseas claims should include both the foreign currency receipt and an excerpt from the claimant's bank account showing the transaction in GBP. If the transaction was paid for via a non-sterling bank account, only the foreign currency receipt is required, and reimbursement will be made for the amount on the receipts into a bank/PayPal account of the claimant's choosing.

2. Authorisation of Expenditure

All expense claims must be independently authorised by a Director before payment is made. In the case of a Director submitting an expense form, authorisation must be made by another Director.

Each expense claimed must be accompanied by a proof of purchase detailing what has been purchased. A credit card receipt or evidence of debits on bank accounts are not acceptable documentation. Absence of a valid receipt must be explained to and approved by the authorising Director before submission.

Mileage claims can be submitted with no receipt as a fixed rate is used so no supporting evidence is required, however postcodes need to be included in the details on the claim form.

If there is any doubt about an expense claim, if prepayment is required, or if the amount will exceed £100, it should be discussed with the authorising Director before being claimed.

The Board retains the right to refuse to pay any claim which does not comply with this policy.

3. Travel

Car sharing is encouraged in an effort to keep costs to a minimum. Mileage will be reimbursed at 40p per mile. No additional payment is made for insurance. Members using their own vehicles must check that their car insurance policy is valid for the type of journey being undertaken.

The Association will not cover the cost of motoring or traffic penalties.

Congestion tolls, low emission charges and car parking will be paid when necessary, when accompanied by proof of purchase.

The Association will not accept liability for any injury or damage arising from the use of members' private vehicles, except where such injury or damage is the result of a negligent act or default by the Association.

All non-car travel should be by the cheapest reasonable option available, normally standard class rail or economy air.

Where possible, advance booking will be used to reduce the cost of travel.

Taxis will be reimbursed when no other means of travel are available, particularly when arriving at a destination by train. Taxis may only be used for short, local journeys.

If travel expenses are expected to exceed £100, these must be approved in advance by the authorising Director.

4. Vehicle Hire

Wherever possible, private vehicles should be used to reduce the cost to the Association.

A request for vehicle hire with an accurate quote must be approved by the authorising Director before the vehicle is hired.

5. General Accommodation & Subsistence

If a team hotel is not provided, volunteers are encouraged to keep the costs to a minimum by using the lowest cost hotel available.

Hotel bills must be settled directly by the volunteer unless by prior agreement. The receipt will be required for reimbursement.

Any subsequent claim should not include drinks or incidentals unless previously approved by a Director (e.g. for official entertaining). This must be supported by a receipt.

If food & drink is not provided, a claim may be made for subsistence on production of receipts. The time-frames below include both travel and activity:
Over 4 hours: Up to £8
Over 8 hours: Up to £15
Over 12 hours: Up to £30 (per day)
This does not apply to food & drink while volunteering at Events.

No expense claim for a meal will be accepted if a meal is provided by the Association within an event.

As an alternative to using a hotel, a member may wish to stay with family or friends. A hospitality allowance of £25 may be claimed for each night, which can be used to reimburse those providing accommodation in a suitable way. A proof of accommodation is required. This allowance would also apply when hosting overseas visitors for BABS.

6. Postage & Stationery

All postage purchased requires a receipt for reimbursement.

The necessary purchase of stationery, envelopes and incidentals such as ink cartridges will be reimbursed when a receipt is provided.

Claimants are expected to use the cheapest convenient source for purchases.

7. Telephone Calls and Internet

There is no allowance for telephone usage or internet costs

8. Insurance

All members of the Association are covered by the standard BABS insurance policy while carrying out volunteer activities on behalf of the Association in the UK. Our insurance policies are placed with Making Music for BABS and for individual clubs and quartets A copy of the policy can be obtained from the Director of Administration or via your chorus representative..

If travelling abroad, members must arrange their own insurance policies whilst outside the UK on BABS business. Costs must be pre-agreed with the authorising Director.

9. Other expenditure

Any other expenditure requests must be approved by the authorising Director before purchase. If something is purchased without prior approval, it may not be reimbursed.

If you are unsure about any of the above, please ask your authorising Director before you spend!



Rae Williams
BABS Director of Finance



Shanna Wells
BABS Chair

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	October 2023	Initial draft approved	Annually
2.0	Board	October 2024	Cap of £100 accom allowance also now has upper limit of single room price or £100 whichever is lower	Annually
2.0	Board	October 2024	Non travel or cancellation has been refreshed to cover non cancellable costs incurred by BABS	Annually
2.0	Board	October 2024	Competing Team members	Annually
3.0	Board	September 2025	1. 3. 5. Appendix I Appendix II	Annually
4.0	Board	January 2026	Clarification of wording	Annually

Appendix I
Events Travel, Accommodation and Subsistence

All expenditure will be reimbursed in line with the BABS Expenses Policy.

1. Travel

Please see point 4 in Expense Policy.

2. Accommodation

Accommodation for all events team members will be provided for the night(s) before/ after they are working, depending on the time they will be on duty, and the distance they have to travel. If the time of their work starts after 12 noon there will be no accommodation provided for the night before work. If the time of their work finishes before 5pm there will be no accommodation provided for the night of work. Accommodation to be booked/claimed must be approved in advance by the director responsible.

If a non-team member stays with a team member in team accommodation, the additional cost of the non-team member will be billed back to the team member at 50% of the B&B room rate. All costs will be discussed on booking.

If a team member chooses to stay outside of the team accommodation, an allowance of up to £100 per night for their proportion of the accommodation will be reimbursed. Details of invoice and payment will be required in supporting and subsequent approval of any claim.

3. Subsistence

Daily Subsistence rate (if provided)

A daily rate of:
£5 for breakfast
£8 for lunch
£17 for dinner

There is a daily rate maximum of £30. This rate is for all your food and drink requirements throughout the day and you can spend it as you wish. Anything above this amount will not be covered.

If any of these meals are provided for you by the venue or BABS (e.g. breakfast at hotel) then you will not be able to claim for this amount.

Receipts must be provided with your expense claims following the event.

Breakfast (if provided)

If you are staying in Team accommodation, breakfast will be provided as the rooms are booked on a bed and breakfast basis.

Evening meals (if provided)

For nights where accommodation has been pre-approved, team members are entitled to an evening meal.

Non-team members who require an evening meal will be billed back to the team member.

All meals/voucher requirements must be booked in advance with the events team. If there is a no show on a meal booking, then a claim for an external meal will not be accepted.

Lunch (if provided)
A voucher, lunch box or lunch buffet will be issued to all team members for the worked days required. The voucher is to be redeemed within the venue. Expense claims for lunch purchased elsewhere will not be authorised.

If the lunch purchased is more than the voucher entitlement, the team member will be required to pay the difference. This will not be reimbursable.

Each event briefing document will stipulate which subsistence policy is being used for the relevant event.

4. Event Registration
All team members who are working on the team for the full event will receive a full complimentary registration.

Team members who are working for part of an event will receive a partial registration, to be approved by the Director of Events.

All requirements will be pre-authorised with the Director of Events.

The registrations will be issued at the event.

5. Shows
Team members who are working for part of an event will receive show tickets for the relevant days, to be approved by the Director of Events.

6. Expense Claims
These must be completed on an official BABS Expense Form and sent to the Director of Events by email with receipts attached to the email. On the drop down menu please select the event expense code per the expense form, and use department code 1.

7. Competing Team Members
This section has been refreshed for 2024 onwards.

- Recharges are payable 6 weeks in advance of an event
- Recharge levels have been altered to take account of individuals competing in multiple events (including event volunteers, board members and judges)
- Recharges are intended to be fair and be consistent by accommodation type

Sharing team accommodation with one or more non-team members will result in a recharge proportionate with the number of people. Eg if a team member shares with two other non team members, they will receive a recharge of 66%.

Where any volunteer is competing at an event, they will be asked to make a contribution to different aspects of their expenses per the following table.

	0 contests		1 Contest		2 Contests		3 Contests	
	BABS pays	Volunteer pays	BABS pays	Volunteer pays	BABS pays	Volunteer pays	BABS pays	Volunteer pays
Travel	100%	0%	50%	50%	0%	100%	0%	100%
Accomodation	100%	0%	83%	17%	66%	33%	50%	50%
Meals	100%	0%	83%	17%	66%	33%	50%	50%
Ticket	100%	0%	83%	17%	66%	33%	50%	50%

Notes:
The hotel rates and meal rates will be available when requirements are collected.
A contest with more than one round is classed as one contest.

It is expected that if you are competing you will be unavailable to volunteer for around half of that day.

If you are in more than one group in the same contest, this counts as an increased number of contests.

If you share a room with another team member for the event, you may move to a lower number of contests for recharge purposes.

By way of reminder, meals will only be available to volunteers staying in the team hotel.

If any team member wishes to request a variation, this should be made in writing to the Director of Events and Director of Finance no later than 8 weeks prior to an event.

Worked examples with typical figures will be made available and if you are not sure how this affects you, please check beforehand.

8. Late Cancellations/No Shows

If a team member cancels their attendance within 5 weeks of the event, or does not show up, they will be charged 100% of the costs incurred by BABS. We understand there may be times when an unforeseen emergency occurs so please do contact the Director of Events/Director of Music & Education/Director of Finance who may be able to waive the charge.

Appendix II
Contest & Judging Team expenditure

All expenditure will be reimbursed in line with the BABS Expenses Policy.

1. Shadow Judges

When shadow judging at a BABS event is necessary for a judge's training and certification, expenditure will be reimbursed in line with the BABS Expenses Policy. This is chargeable to the C&J Budget and must be authorised in advance by the Director of Events/Director of Music & Education, in consultation with the relevant Judging Category Director.

When shadow judging is not necessary for a judge's training and certification, and/or has not been authorised in advance by the Director of Events/Director of Music & Education in consultation with the relevant Judging Category Director, expenses will not be reimbursed.

2. Seminars

Accommodation and agreed meals will be provided by BABS.

Applicants will be invited to attend seminars at their own cost until accepted as Candidates. An Applicant accepted as a Candidate at the end of a seminar will not need to reimburse BABS for accommodation costs for that seminar. Travel costs will not be reimbursed.

Candidates and certified judges will receive full reimbursement of seminar costs, in line with the BABS Expenses Policy.

A judge travelling a long distance may be able to book accommodation at the seminar venue for the evening before or after a seminar. This must be booked in advance with the C&J Education Manager, and authorised in advance by the Director of Music & Education, in consultation with the C&J Education Manager.

3. Contest Eligibility

Official panel members and evaluation judges at contests may make the expense claims listed below.

Contest and Judging teams are included in Appendix I, 9 and will receive a recharge if they are competitors during that event.

Accommodation

Accommodation is provided, free of charge, for the night before and the night of the contest that the judge is judging, with the exception of trapped days/nights during multi-day events. If the contest starts after 12 noon there will be no accommodation provided for the night before the contest. If the contest finishes before 5pm there will be no accommodation provided for the night of the contest.

Additional nights required by the judge to do their job must be agreed with the C&J Chair and Director of Events prior to booking accommodation. Proof of agreement must be provided to the Events Team on booking.

Additional nights that are not agreed with the C&J Chair and the Director of Events will be billed back to the judge.

Hotel options
Please see Appendix I, 2. Accommodation above.

Food
Please see Appendix I, 3. Subsistence above.

Registration
If a judge has already paid for event registration, this may be claimed back.

4. C&J Committee Meetings
C&J Committee Meetings will usually take place on the evening preceding a C&J Seminar. In this case, overnight accommodation will be provided by BABS.

From time to time, the C&J Committee may meet on a separate occasion to a seminar. As this meeting would take place in the day time, overnight expenses may not be claimed, unless authorised in advance by the Director of Music & Education.

5. Other organisations
Judges may, from time to time, be asked to judge for other organisations. Judges should be aware that these organisations may have different expenses policies, which the individual Judges should read before accepting an assignment. BABS will not be responsible for paying any of this expenditure.

6. Late Cancellations/No Shows
If a team member cancels their attendance within short notice of of the event and BABS incur non refunduable costs , they will be charged 100% of the costs incurred by BABS. We understand there may be times when an unforeseen emergency occurs so please do contact the C&J Chair/Director of Music & Education who may be able to waive the charge.