

NCMD Policy No.9 Issue 1 Expenses

Any persons carrying out business on behalf of the NCMD is entitled to claim for any costs incurred, provided their activities have been agreed in advance by the NCMD Policy Committee. Should any claim be deemed to be not covered by this policy, the Treasurer will apply to the NCMD Policy Committee for them to take a view on the circumstances of the claim. Where the claimant is a Policy Committee member, they shall not vote on the matter.

1. CLAIM PROCEDURE

a) In the first instance, an email shall be sent to the Treasurer listing all the relevant information pertaining to the claim. Copies of any receipts or invoices are to be scanned and attached to the email.

b) An Expenses claim form will be completed by the Treasurer and returned to the claimant for their records, any queries should be made at that time.

c) Once verified, the claim will be paid by BACS to their chosen bank account and the claimant will be notified, by the Treasurer, that their claim has been paid.

d) In the event of a query, the Treasurer shall discuss the details with the claimant and in the case of a dispute, will liaise initially with the General Secretary. If dispute still exists following discussion with the General Secretary, then the matter shall be put to the Policy Committee.

e) All expense claims should be made within 4 weeks of the cost incurred – Unless prior arrangement has been made with the Treasurer. All claims made after that time will be discussed and voted on at the next monthly Policy Committee meeting.

2. TRAVEL EXPENSES

Whilst on official NCMD business, all reasonable travel expenses will be reimbursed in full.

By Car – The claimant should use the shortest available route and the Treasurer will use the AA Route Planner to assess all mileage. The NCMD will pay 45p per mile in line with the rate used by HMRC. Where two or more people on official NCMD business are travelling in the same car, the rate of 50p per mile will be used. All mileage will be based on the return journey and rounded up to the nearest mile. This will be reviewed as and when HMRC rates change.

Only claims made from home postcode to venue postcode will be accepted unless previously agreed. Any extra mileage caused by diversions shall be declared to the Treasurer at the time of the claim.

If a toll road or toll bridge is available to reduce journey time the toll fee may also be claimed. A receipt should be obtained if available.

Car parking fees shall be accompanied by a receipt.

By Train – The claimant should use the most cost effecting ticket pricing, however it is acknowledged that the timings for ticket price bandings need to be reasonable and in proportion to the journey as a whole.

Air travel shall require the prior approval of the Policy Committee.

3. SUBSISTENCE AND MEALS

Whilst on official NCMD business, all reasonable expenses to cover food and drink will be reimbursed in full. This will include the travelling to and from any meetings or venues. Please note the use of the word “reasonable”, any claims deemed to be outside this parameter will be put to the Policy Committee to decide upon.

As guidance; it is considered reasonable, when attending a meeting or event, to have a welcome drink, a drink with a meal and one afterwards. Receipts should be provided to support all claims where possible. Meals should be paid at time of eating via the NCMD debit card. At present both the General Secretary and the Treasurer hold such a card and it is they who should pay for meals eaten together. If attendees choose to eat at a different venue, then their claim must be reasonable and must be claimed via the normal NCMD expense claim procedure.

All hotel and meeting rooms should be booked and paid for by the Treasurer, along with breakfast and lunch on the day of the meeting or event. If an attendee chooses to purchase extras such as newspaper or tv streaming, this is to be borne at their own cost.

4. TOOLS FOR THE JOB

If a Policy Committee member or Trustee requires the use of a laptop or printer in order to carry out their role, this will be provided by NCMD on approval of the Policy Committee. The limit (set in 2023) for purchase of a Windows laptop and peripheral kit is £600, this will be reviewed every 3 years.

The member is responsible for the care and safe use of any equipment provided to them. Any repairs, once items are out of warranty, will be met by NCMD until the equipment becomes unfeasible to repair or update. At three years old (and annually thereafter), the state of the equipment will be reviewed by the General Secretary and Treasurer, with the User, and a decision about replacement made. The equipment remains the property of NCMD and shall be returned at end of life, or when the member leaves their role, for removal of data and disposal.

Users are to ensure the Tools for the Job items provided by NCMD are sufficiently covered by their household Insurance and that all sensible precautions (password, etc) are taken to provide security for the items themselves as well as the sensitive business information held within.

Monthly Allowance - An allowance of £30 per calendar month is available to those working regularly on NCMD business in order to offset the costs of electricity, heating and lighting (and an increase in household insurance if required) whilst working on behalf of NCMD. Any exceptional costs for items outside of this will be reviewed by the Policy Committee at the next available monthly meeting.

5. TREASURE HUNTING AND SEARCHER MAGAZINE SUBSCRIPTIONS

a) As part of their role, Policy Committee members and Trustees are required to keep abreast of news and events within the hobby, therefore, subscriptions to either Treasure Hunting magazine, The Searcher, or both, may be re-imbursed on production of a receipt.

6. DISABILITY SUPPORT

If the support of a carer is required whilst on official NCMD business, the carer shall be entitled to claim for expenses in the same way as anyone else. Travel, subsistence, and hotel costs shall be covered, however, where both parties are travelling in the same car and sharing a room, then only one claim can be made for each. Where two people are travelling by car together, they are entitled to claim at the higher rate per mile. An accessible room will be provided by the NCMD if required.