



BRITISH AMERICAN FOOTBALL REFEREES ASSOCIATION LIMITED

Expenses Policy

BAFRA Ltd will pay all legitimate expenses actually incurred by members on BAFRA business. BAFRA will also manage on behalf of teams the payment of expenses to members working games.

The following expenses may be reclaimed, provided they are incurred solely on authorised officiating business (unless explicitly authorised by the Director of Finance Operations):

- mileage at 30p per mile over 55 miles (round trip) – this applies per day (i.e. if an official works two games in one day, they do not have to deduct 110 miles)
- parking charges, congestion charges, ferries and tolls (provided the cheapest or quickest available route was used)
- standard class rail or bus fares after deducting the first £13
- flights, meals and accommodation explicitly authorised in advance by the Director of Finance or the Director of Operations. Accommodation costs will be supported at a rate of up to £30 per person, per night.

Where an official has to travel by multiple modes of transport e.g. driving to Public Transport the total deduction for the whole claim will be £13. This means that any miles driven will offset the deduction against the Public Transport claim.

It is expected that officials make claims in such a way to reduce the overall claim to BAFRA.

Where an official explicitly asks the Director of Operations to be assigned to a particular game, or to a particular area, that they would not normally be assigned, no travel expenses will be paid.

Authorised officiating business includes:

- working games
- attending Elite Programme training events
- Other than listed above, persons working on BAFRA's behalf including working as an assessor at games or another BAFRA appointed role (unless other arrangements have been agreed) may reclaim:
- all mileage at the above rate (i.e. the 55-mile threshold does not apply when the travel is done on BAFRA business)
- standard class rail or bus fares without deducting the first £13
- telecommunication costs (e.g. telephone or broadband charges) incurred on BAFRA business over and above the claimant's pre-existing costs
- stationery and office supplies purchased from the cheapest local source

Where possible, all members attending the same game or event should travel together, to minimise costs. Where this is not possible, due to a member's personal commitments, BAFRA will not pay expenses to that member unless agreed in advance by the Director of Finance and the Director of Operations.

Where Officials travel together to games, they should, unless there are extenuating circumstances, travel in relay to reduce the expenses claim i.e., where Official A is sharing a journey with Official B

(and Official C etc), they would travel in such a way which reduces the overall cost. Typically, this might involve Official A driving to Official B's house or nearby, then both travel in Official B's car rather than continuing in Official A's car. It is recognised that sometimes this might not be practical, especially if more than 2 officials share a journey – car size for example. In such instances, crews are requested they discuss with their Referee and the Director of Finance in advance of the journey.

In circumstances where officials are assigned games at short notice to cover gaps in crews, or as part of their development, travel expenses may be approved but only with the prior agreement of the Director of Finance in consultation with the Director of Operations. In these circumstances, officials will still be asked to share journeys where possible, however, it is acknowledged this may not be possible.

All game day expenses must be listed on the game day paperwork.

All other expenses can be paid with the approval of an appropriate director. The approving director should submit the claim through the Finance Additional Payments form. Expenses will routinely be paid as part of standard weekly payment runs; one-off payments will not normally be accommodated unless approved by the Director of Finance.

All expense claims must be submitted no later than one month after the end of the financial year in which they were incurred. This means that claims for any financial year ending 30th September must be submitted by 31st October at the latest. Any claims received after that date will not be accepted. Receipts for all non-game day expenses should be sent to the Director of Finance, and any hotel/ flight costs should have the receipt and or email confirmation returned.

Policy Enforcement

Members may expect BAFRA to rigidly enforce this policy. This is necessary for the financial health of BAFRA. Each week the submitted Crew Expenses claims will be reviewed by the Finance team. Incidences of apparent nonadherence to the policy will be enforced by the Director of Finance or their Deputy as outlined below during the BUCS/Senior season.

1. **First Incident:** Member contacted by Director of Finance. Should a valid reason not be provided, the individuals will be issued a written reminder. Failure to respond will result in withheld payment.
2. **Second Incident:** Final written warning issued.
3. **Third Incident:** 50% of the expense claim will be withheld.
4. **Fourth Incident:** 75% of the expenses claim will be withheld.
5. **Fifth Incident:** 100% of the claim will be withheld, and the matter referred to the BAFRA Disciplinary Committee.

In cases of egregious non-compliance, BAFRA reserves the right to bypass this escalation sequence and apply penalties earlier, including non-payment of claims. Persistent offenders may also be excluded from prestigious assignments.