

## Threshold Sports - Expenses Policy

1. By applying for a role on Liveforce you are agreeing to our expenses policy.
2. All expense claims must be **submitted within 14 days** of the event via the Expenses Form or detailed as part of an invoice for payment. In turn they will be paid within four weeks from receipt of invoice. Expenses submitted after this time may take longer to be processed.
3. All expenses must be evidenced with a VAT receipt showing the total amount. Expenses claimed without evidence cannot be reimbursed.

### Travel

1. We ask you to travel by the cheapest route wherever possible.
2. If driving, please car share wherever possible.
3. Threshold will reimburse car travel at a rate of **£0.45** per mile for private vehicle use up to a maximum of £100 per event. You can claim an additional **5p** per mile for each crew member you take with you. Only one reimbursement per vehicle is permitted. Start and finish location postcodes, and passenger names should be included in your expenses claim.
4. Threshold Sports will only reimburse train, bus or flight costs for standard class travel. 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.
5. If you are asked to, please book train, bus or flight tickets at your earliest convenience once you have received instruction to do so with the relevant event information. Normally we will book train, bus or flight tickets for you.
6. For public transport within London, you should identify the cheapest option in advance. This could be:
  - i. Contactless card.
  - ii. Rail ticket to London including London travelcard
  - iii. Rail ticket to London plus contactless card or Oyster / paper ticket purchase on arrival for London travel. For any Transport for London charges incurred by contactless card, bank statement screenshots will be acceptable in lieu of receipts.
7. Travel time is not covered, unless specifically stated for a particular event.

## **Subsistence**

Subsistence may only be claimed where food is not provided by Threshold at the event.

The **maximum allowance** for the reimbursement of meals is:

- £10 Breakfast (If your role start time is before 8am)
- £10 Lunch
- £20 Dinner (If your role finish time is after 8pm)

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

Hot/cold beverages or snack items purchased outside of mealtimes will only be reimbursed if the expenses have been authorised in advance by the Event Director or other event lead.

## **Excluded items**

Threshold will not cover the cost of any alcohol purchased.

Food and drink purchased during travel to or from the event is not routinely reimbursed, unless authorised in advance by the Event Director or other event lead