



Man O'War GFC

Expense Reimbursement Policy

Created by	MOW Executive
Date	May 2025
Revised	May 20255
Version	3.0
Status	Active

Policy:

It is recognised that Club volunteers give freely of their time and should not be adversely disadvantaged financially within their role.

All goods or services purchased on behalf of the Club should be pre-approved in accordance with the criteria set out in the attached Table in Appendix 1.

- The Club will reimburse volunteers for any approved purchases of goods or services, including 'team expenses', where receipts can be provided.
- Volunteers will not be reimbursed for un-approved expenses or for general costs e.g. phone, travel unless approved by the Club's Executive Committee.
- Volunteers that purchase goods or services from a single supplier on a regular basis should discuss the establishment of an account with the Executive Committee for ease of managing finances.

Where possible, purchases of goods or services should be made from our Sponsors or from local businesses.

Procedure:

- Volunteers who identify a need to purchase goods or services on behalf of the Club shall submit their proposal for prior approval.
- The cost of the purchase determines the level of pre-approval required and is clarified in the attached Table.
- Approved expenses should be submitted for reimbursement on the attached Expense Claim Form, with receipts. The form is also available on the Club website.
- Reimbursement Claims should be submitted as soon as possible after purchase and, where possible, within 30 days of any purchase.
- EFT's are the primary method of payment.

TEAM EXPENSES

1 Scope:

This policy sets out the list of costs that the Club will cover for each team in the club and specific costs that the Club will not cover.

2 Costs the Club WILL cover

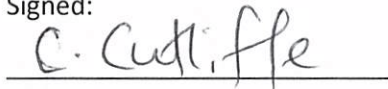
- 2.1 Playing Equipment: Jerseys, footballs, bibs, cones, water bottles/carriers and first aid supplies are all items to be approved in advance and ordered through the Club's Executive Meetings
- 2.2 After-match food for teams who reach a Championship/Feile/League final and refreshments for Blitzes will only be reimbursed when prior approval has been received from the Executive Committee. A receipt is required.
- 2.3 Physiotherapist attendance for adult 1st Teams at Championship and League matches. However, physios are required to submit monthly invoices to the club for payment by bank transfer.
- 2.4 Expense claims should be submitted to the Club Treasurer. After checking, the claim will forward to Chairperson and or Club Secretary for approval. Once approved, payment will be issued.
- 2.5 Valid expenses must be submitted in a timely manner.

3 Costs the Club will NOT cover

- 3.1 Referees fees. (Referees fees should be paid from the team subs cash held by each team. A summary record of referee's fees paid by each team should be returned to the treasurer for end-of-year accounts.)
- 3.2 Hot meals for teams - other than as outlined at 2.2 above.
- 3.3 Grants for trips away.
- 3.4 Physiotherapist attendance at matches – other than as outlined at 2.3 above.
- 3.5 Laundry costs for jerseys.
- 3.6 Telephone/Text/Social Media messaging costs.
- 3.7 Travel costs for players travelling home for matches.

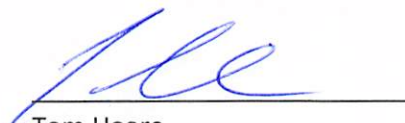
The club's Executive Committee will be responsible for ensuring the guiding principles outlined in this policy are implemented and followed by all club members.

Signed:



Caroline Cutliffe
Chairperson

Date: 29-5-25



Tom Hoare
Secretary

Date: 29 May 2025

Appendix 1: Table clarifying level of pre-approval required:

Expense level	Procedure for approval of spend	Approval Required for future spend	Procedure to claim expenses	Approval Required for expenses	Payment of expenses
Expenses up to €50	Inform Treasurer.		Complete the expenses form attached, with relevant receipts if not covered by team subs	Email to Treasurer who will follow procedure in 2.4	Issued by Treasurer
Expenses €50- €100	Inform Treasurer and or Chairperson		Complete the expenses form attached, with relevant receipts	Email to Treasurer who will follow procedure in 2.4	Issued by Treasurer
Planned Expenses between €100-€500	Expenditure must be approved before commitment made	Email full details of planned cost to Chairperson and Treasurer for approval before commitment made	Complete the expenses form attached with relevant receipts	Email to Treasurer who will follow procedure in 2.4	Issued by Treasurer
Planned Expenses in excess of €500	Expenditure must be approved before commitment made	Minute approval by Executive Committee before expenditure commitment is made.	Complete the expenses form attached with relevant receipts	Email to Treasurer who will follow procedure in 2.4	Issued by Treasurer
The Treasurer shall not issue payment for costs claimed unless these procedures are followed.					
Note: The amounts above refer to the full payment for a product or service. Therefore, when claiming, you must state the full cost, inclusive of VAT.					

Appendix 2: Expense Claim Form

Claimants Name	Team / Area	Phone	Address

Email Address

EFT Details – please provide below IBAN and BIC details to allow Electronic Fund Transfer to nominated bank account

IBAN

e.g. IE64IRCE92050112345678

BIC

e.g. BOFIIIE2D

[illegible]

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