



Expenses Policy

Statement of Intent

Reimbursement of authorised expenses.

Scope

Trustees, Members, Associates, Volunteers and Employees are entitled to be reimbursed by Croquet England for all authorised travelling expenses and other authorised expenses actually, necessarily and reasonably incurred by them in carrying out their duties.

Authorised activities and purchases are those approved in advance by the relevant budget holder. Expense claims must be submitted in accordance with the instructions on the Expenses Claim Form.

Claimants should refer to Croquet England's **Expenses Policy Guidance** for detailed information on best practice, particularly regarding VAT and the steps required to ensure Croquet England can reclaim eligible expenditure.

The Policy, Guidance and Claim Forms (Excel or Word) can be downloaded from the website: [Table of Documents for Governance and Administration](#).

References

Expenses Claim Form
Expenses Policy Guidance document

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Approved by: Board of Trustees

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Reason for Change: Updated

Change Log

14th May 2026 - Addition of Guidance notes