



CUSWPC

Cambridge University Swimming & Water Polo Club

Guideline to Claiming Expenses

Throughout this document, finances being sorted “through” the club refers to the practice of a member of the club paying for a given club-related expense (“**the creditor**”) and having the expense paid off through individual members of the club, if applicable (“**the debtor**”).

In general, it is important to ensure that all the club’s finances are sorted through the club rather than on an individual basis, with the one exception usually being for individual-team entertainment. This is due to the following reasons:

- The club can bear the financial risk of club-related expenses in the case that proper payments are not made, rather than let individuals suffer the loss.
- CUSWPC is subject to annual auditing from the Senior Treasurer and Proctors, so club-related expenses need to be recorded on the club’s records. As the audit ensures that members are not embezzling money from the club (via overcharging other individuals in the club, for example), all expenses must be subject to this audit.

It is important to note that College League and Cuppers expenses, as well as Channel Swim expenses, should be done through the club’s accounts. In other words, the committee member responsible for an expense (such as pool hire, transport, etc.) should not be paid by individuals through their personal bank accounts, but rather through reimbursement by the club, who will then charge individuals accordingly.

The general process for claiming expenses off the club is outlined below:

1. When a club-related expense needs to be paid, the creditor has two options:
 - To pay the expense directly (usually done for items such as petrol, parking and kit), or,
 - To request that the payment be done by the club’s treasurer (this is common for items such as pool hire or accommodation)The creditor must obtain formal documentation of the expense occurred. Possible documentation could be a receipt, invoice or contract. If this is not possible, send a credit card charge or an email detailing the expense.
2. Send the Junior Treasurer, within **three weeks**,¹ formal documentation of the expense incurred with the subject heading: “**Swim/WWP/MWP Category² (Date)**”. Keep a copy for your records in case of miscommunication.
3. The Junior treasurer can either credit the expenses on your bill, or reimburse you via bank transfer directly. If you would like to opt for the second option, please email the Junior Treasurer with your UK bank details.
4. If you do not have a UK bank account and need to be reimbursed in cash, please notify the Junior Treasurer. However, this method is highly discouraged, as neither party can officially claim proof of reimbursement.
5. We can transfer to international accounts, but CUSWPC does not pay international transfer fees.

Please note the following:

1. The club cannot guarantee reimbursement if the treasurer is not notified of the expense within three weeks of payment or receipt of an invoice.
2. The club will not reimburse any member without a written request.
3. For entertainment costs (and other expenses, if appropriate), please ensure to fill out the attached form with the relevant committee member’s signature.

¹ Treasurer must have received the documentation within this time-period. If this is not possible, please notify the Junior Treasurer of the expense incurred.

² The category may be something along the lines of “Kit”, “Transport”, “BUCS Pool Hire”, etc. This is for easier record-keeping for the treasurer.



Expenses Form

Name:

College:

Email:

Date:

Expenses incurred		
Name	Description	Amount
TOTAL:		

Income to be claimed		
Name	Description	Amount
TOTAL:		

If the claim is to be charged to any members of your team, please list ALL the people this applies to, with the amounts they should be charged. Please ensure that both totals at the bottom of the table match and that you attach all relevant receipts. Without receipts your claim cannot be paid.