

## Regulation 23

### REIMBURSEMENT OF EXPENSES

#### *Sponsor Finance Committee*

- 2301 Appointed members of the Committees, Sub Committees, Steering and Working Groups are entitled to reimbursement for expenses personally and necessarily incurred by them on behalf of the Union.
- 2302 Claims may be submitted in respect of attendance at Meetings - but not for attending matches (but see below for Club Hampshire) on a Claim Form obtainable by e-mail from the County Office. Each Form is to be supported by petrol station receipts (dated before the journeys) showing the VAT paid for fuel used. All Claims are to be sent to the County Office (not the Treasurer) by the appropriate Committee Chairman for authorization by the Executive Director. A mileage allowance is payable for those who certify that the vehicle used is owned personally by the claimant or his/her family. Those who use a "company car" may claim only the cost of actual fuel used for the journey.
- 2303 Club Hampshire Claims may be submitted by:
- 1 appointed Club Hampshire staff for visits to clubs for selection purposes, and for attendance at squad training sessions and matches. Each claim is to be authorized by the Rugby Director.
  - 2 County XV players for attendance at training sessions and matches. Each claim is to be authorized by the County XV Manager.
  - 3 Under 20 players living out of County and away from home for attendance at training sessions and matches. Each claim is to be authorized by the Under 20 XV Manager.
- 2304 All claims for reimbursement of taxis or public transport fares and a reasonable expenditure on subsistence depending on the length of absence from home are to be supported by receipts.
- 2305 Postage, photocopying, printing and other small items purchased (or, in exceptional circumstances, hired with the approval of the Executive Director) may be reimbursed subject to provision of a valid receipt (showing VAT when applicable). However stationery items should not be purchased without reference to the Executive Director who may be able to supply from County Office stocks. If an itemised telephone bill cannot be produced to support a claim then an estimated amount may be claimed for telephone calls which should nevertheless be explained (eg "calls to players").
- 2306 Claims are to be made only on the Claim Form obtained from the County Office and should be submitted not more frequently than monthly to the Office. Payment will be made by cheque.
- 2307 The final date for submitting a Claim Form for the year ending each 30 June will be the 8 July. Claims for the preceding season will not be accepted after this date.
- 2308 The Mileage Allowance Rate which shall be based on an average HMRC advisory fuel rates shall be set by the Management Committee as required.