



## ALLOWABLE EXPENSES

### 1. Travel

The mileage rate, currently **any amount up to 43 pence per mile**, can be claimed for the following journeys:

- (a) To matches in the role of match officials, or match observers.
- (b) The distance travelled is calculated by WTR, any alteration to this must be explained as part of any claim.
- (c) To committee meetings – Executive, sub-group committees, working parties as set up by the Executive, Federation, Midland Group and RFU.
- (d) To any other meeting or event when nominated by the Executive Committee as official representatives of the Society.
- (e) Expenses are paid, assuming travel started from the claimant's home, if that is within the Warwickshire County, Coventry or Solihull municipal boundary. For those living outside those areas, the journey will be deemed as having started from the nearest point on the boundary of this area. If there is any doubt, please contact the Society Secretary.
- (f) On exchange appointments the Society will normally pay mileage expenses for one car. Only in very exceptional circumstances will additional mileage expenses be paid and the agreement of the Treasurer must be obtained, by the officials involved, before any journey is made.

### 2. Subsistence

The costs of subsistence can be claimed on any of the above journeys when:

- (a) The one-way trip is more than 2 hours - £8 maximum each way per person.
- (b) An overnight stay is required - £15 maximum outward and £5 inbound per person. The hospitality of the clubs should be taken advantage of where possible.

### 3. Overnight Allowance

Expenses can be claimed for an overnight stop as follows:

- (a) With prior agreement of the Society Treasurer.
- (b) Where the one-way trip exceeds 3 hours travel.
- (c) The most cost-efficient accommodation option to include breakfast should be sought.
- (d) Rooms must be shared wherever possible by at least 2 persons.
- (e) Receipts supporting the accommodation claim will be required.

### 4. Other expenses

Expected expenditure other than the above must be agreed with the Treasurer prior to the event of spend. Where any such proposed expenditure is extraordinary or justification is in doubt the Treasurer shall refer the proposal to the Executive Committee for approval.

### 5. Claiming expenses

Expenses must be:

- (a) Claimed via the Expenses link at [www.whotheref.com](http://www.whotheref.com)
- (b) Submitted within the current playing season and before the 30<sup>th</sup> June, at monthly intervals. This allows the Treasurer to monitor the cash flow efficiently and to make charges and raise invoices where necessary.

Other expenses can be claimed via the Expenses link or by direct email claim to the Treasurer.