

**HASSRA EXPENSES POLICY
AND
GUIDANCE NOTES FOR COMPLETION
OF CLAIM FORM**



1 VALUE FOR MONEY

HASSRA aims to offer a value for money service that includes the payment of expenses. Members and Competitors are reminded that it is member's money that pays for travel expenses therefore the most economical form of transport must always be used. **All travel arrangements must be coordinated through, and agreed by, your HASSRA Regional Manager/Finance Manager.**

2 WHAT WE EXPECT FROM YOU

Expense claims should be fully completed and submitted for payment with adequate evidence of expenditure. Failure to provide the necessary evidence may delay your claim or even lead to it being rejected. Where insufficient space on the claim form prevents a full and clear explanation, a separate sheet should be attached to detail particularly complicated or lengthy claims. If, after reading the following notes, you remain unsure about the completion of your expense claim form please contact your HASSRA Regional Manager, Regional Finance Manager, National Team Manager or event organiser for advice. **Please remember that all travel arrangements should be coordinated through and agreed by your HASSRA Regional Manager/Finance Manager. All claims should be submitted within 10 working days.**

3 WHAT YOU CAN EXPECT FROM US

Upon receipt of a fully completed claim with all supporting documentation/evidence, including prior approval from your Regional HASSRA Office, we will process the claim within 10 working days of receipt.

4 METHOD OF PAYMENT

In the case of HASSRA National Championships payment of expenses will be by BACS, in the case of HASSRA Regional Championships payment maybe by BACS or by cheque. Under no circumstances will be made on the day of the competition.

5 CERTIFICATION

Claims cannot be self-certified therefore all claim forms must be certified in section 8 prior to being passed for payment. Either the event organiser, national team manager or other authorised HASSRA official, must complete section 8. Any expense forms not duly certified will be rejected.

6 TRAVEL BY RAIL/ COACH

Contact your HASSRA Regional Office at the earliest opportunity and they will secure the cheapest ticket available for the journey. Saver or other discounted tickets are the norm and **only in exceptional circumstances will 'Walk on' standard tickets be refunded.** Under no circumstances will the cost of first class travel be reimbursed.

7 TRAVEL BY AIR OR HIRE VEHICLE

Members wishing to travel to an event by air, or who wish to hire a vehicle to travel to the event, should, in all cases, **seek advance approval from their HASSRA Regional Manager/Finance Manager.**

8 TRAVEL BY CAR

Where you intend to travel by private car you must consult with your HASSRA Regional Manager/Finance Manager as public transport may be more cost effective. In line with Departmental rules the following applies to the payment of mileage expenses:

(1) mileage claims for return journeys of 400 miles or less are permissible **subject to a cost comparison with public transport;**

(2) competitors attending the following HASSRA National Championships may exceed the 400 mile limit if they are travelling with heavy equipment – Angling, Bowls, Golf, Music (Instrumental), Small Bore Rifle and Tenpin Bowling. Every effort should be made to car share where feasible/practical, and **claims are subject to prior approval from your HASSRA Regional Manager/Finance Manager;**

(3) in addition, the 400 mile limit may also be waived if the driver is accompanied by a passenger, who would also be eligible for HASSRA expenses **subject to a cost comparison with public transport.**

It should be noted that a percentage of claims will be subject to a check on mileage and adjusted if necessary.

9 HASSRA RATE OF MILEAGE

Car & Driver only	-	25p per mile
Car Driver & any number of passenger	-	30p per mile

10 TRAVEL BY TAXI

If, exceptionally, it is necessary to hire a taxi from the rail/coach terminus to the event venue or hotel, a receipt should be obtained and submitted with the claim. In these circumstances, every effort should be made to share with fellow competitors/members. Taxis from or to home will only be paid in exceptional circumstances (e.g. very early/late finish, travelling with heavy or cumbersome equipment). **Claims are subject to HASSRA Regional Manager/Finance Manager approval and any claim without the relevant tickets/receipts will be rejected.**

11 HASSRA MEAL ALLOWANCE(S)

HASSRA Meal Allowances are only payable when HASSRA, or the event organisers, have not provided for all meals consistent with the itinerary of the event or where the length of a member's journey to/from the venue dictates that the purchase of a meal is necessary.

The rates payable are detailed below:

£5.00 in respect of lunch/breakfast £12.00 in respect of an evening meal

Where a Meal Allowance is claimed, the amount should be shown in the 'Other expenses' column of section 6 of the claim form. The time of leaving home or office and return to home or office must be entered in the relevant columns of section 6.