

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Regulation, Advice and Guidance Note 23

Sponsor Finance Committee

Approved 4 February, 2016

Updated April 2020



REIMBURSEMENT OF EXPENSES

2301 Appointed members of the Committees, Sub Committees, Team Management 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.

To enable the Union to claim back VAT, regular claimants of significant mileage allowance should support their claims with fuel receipts (HMRC require these to be dated before the journeys) showing the VAT paid for fuel used. This is not compulsory but is to our advantage.

Mileage allowance is payable to those who certify that the vehicle used is owned or hired 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.

There are three things the Committee members can do when attending Hampshire Committee meetings:-

1. Claim nothing.
2. Claim mileage at less than 40p per mile – just for the actual petrol amount used for the journey.
3. Claim mileage at 40p per mile as before.

It is up to individuals.

2303 Claims by appointed Club Hampshire Committee and Team Management may be submitted:

- 1 for visits to clubs for selection purposes and for attendance at matches **only for trips outside of the County of Hampshire**.
Each claim is to be authorized by the Manager of Club Hampshire.
- 2 County XV players for attendance at matches **only for trips outside of the County of Hampshire**.
Each claim is to be authorized by the County XV Team Manager.
- 3 Under 20 players living out of County and away from home for attendance at **training sessions and Matches for trips in and outside of the County of Hampshire**.
Each claim is to be authorized by the Under 20 XV Team 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, must 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.

2306 Claims are to be made on the RAG 23 Claim Form and should be **submitted monthly** to the Executive Director for authorization and then passed to the Finance Chairman for payment. Claims from Chairmen are also to be sent to the Executive Director for authorization. Payment will be made direct to the claimants bank.

2307 The final date for submitting a Claim Form for the Union's financial year ending 30 June will be the 15 July. Claims for the preceding season will not be accepted after this date.

2308 The Mileage Allowance Rate shall be reviewed quarterly by the Finance Chairman and set by the Management Board as required.

