

# Poole Harbour Canoe Club

## Expenditure claim form



Read the notes overleaf then complete this form. We prefer to pay expenses by direct bank transfer if possible so please enter your bank details below.

Your name:

Your bank sort code:

Your bank account number:


Date incurred	Supplier name (if any)	Details	Claim £	Invoice or receipt attached? ✓

**TOTAL**

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### Declaration

I declare that I have incurred the above expense(s); that they are in accordance with the limits set out on the back of this form; and that the whole expense was incurred for the sole benefit of PHCC. I have stapled expense receipts to this form in support of this claim. If I am claiming for mileage I confirm that my vehicle is adequately insured (see overleaf).

Signed:

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Date:

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Send this form to: PHCC Treasurer, The Boathouse, Lake Pier, Hamworthy. BH15 4LR or email to [phcctreasurer@gmail.com](mailto:phcctreasurer@gmail.com)

### For treasurer's use:

Approved by:

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Date:

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Date Paid:

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Allocated to:

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# Poole Harbour Canoe Club - Expenditure Claim Policy

## Mileage rates

For travel incurred from 12 October 2012:

25p/mile	- without trailer
30p/mile	- with trailer

For travel incurred up to 11 October 2012:

15p/mile	- without trailer
20p/mile	- with trailer

## Mileage claims for local courses (those held within a 25 mile radius of Lake Pier)

For local courses, coaches may claim fuel expenses at the above rates, up to a maximum of £10 without a trailer, and £12 with a trailer.

Travel expenses for additional coaches are subject to there being four or more students per coach on the course, with the expectation that coaches share transport wherever possible to minimise costs.

## Mileage claims for courses outside the local area

The mileage rates above can be claimed for travel to courses more than 25 miles from Lake Pier with no upper limit. However, the venue must be reasonable for the type of event, and the income to the Club must be reasonably expected to match or exceed the

Travel expenses for additional coaches are subject to there being four or more students per coach on the course, with the expectation that coaches share transport wherever possible to minimise costs.

## All travel claims

Mileage claims should be supported with a route planner from The AA or The RAC showing start and finish locations and intermediate pickup and shuttle points. These route planners can be found at [www.theaa.com/route-planner](http://www.theaa.com/route-planner) and [www.rac.co.uk/route-planner](http://www.rac.co.uk/route-planner).

Claims for mileage will only be paid if you declare that your vehicle is adequately insured for volunteer driving. Volunteer driving is driving on behalf of a club or society and being reimbursed for this. Many insurers have strict requirements on this such as the need to inform them. Please check the list by insurer at [www.abi.org.uk/Information/Consumers/General/Volunteer\\_Driving](http://www.abi.org.uk/Information/Consumers/General/Volunteer_Driving)

## Reimbursement for qualifications

All claims for reimbursement of coaching and trip leading course costs will be at the discretion of the Training Officer and the Treasurer, or if necessary the PHCC committee. Claims for reimbursement will be assessed using the following guidelines:

Claimants need to have been Club members for a minimum of one full year before any claim may be made for coaching or trip leading course costs.

After one full year of membership, 25% of the cost of a course may be claimed, with the expectation that the claimant will assist with at least one PHCC coaching course, trip leading or similar event as soon as practicable after obtaining the qualification.

Once a member has assisted as a coach within the Club for two years, and on at least two PHCC courses, 50% of the cost of further training qualifications may be claimed.

Course details and invoice(s) should be attached for all claims.

## Other expenses

The Club will pay for reasonable out-of-pocket expenses associated with running the Club and organising events. The expectation is that expenses shall be kept to sensible norms, as if you were spending your own money.

## All claims

All claims other than mileage must be supported by a receipt or invoice. Mileage claims must be supported by route planners as explained above.

No expenses shall be paid in respect of claims for damage to personal property or effects as a result of PHCC activities: all members have signed a declaration to this effect.

All claims are at the discretion of the Treasurer and, if necessary, the PHCC Committee.

Please submit your expense claim as soon as possible after each course or event to assist in the timely reporting and planning of the Club's financial position.

If you have any questions on using this form or claiming expenses, please email or telephone the Treasurer, Ashley Rogers [phcctreasurer@gmail.com](mailto:phcctreasurer@gmail.com) 07986775633