



Claiming Appointment & Travel Expenses

Overview

Fulfilling an appointment incurs costs and the Association recognises the principle that it should reimburse the necessary, extra, reasonable costs to members. Similarly, attending an official activity or Committee meeting will also require travel and incur additional costs.

The Association seeks to ensure that members recover the appropriate out of pocket expenses they choose to substantiate and claim.

Members who wish to donate their expenses or to not have to pay for either or both their subscriptions or some SHUA equipment should complete expense claims for their appointments. It helps the Association 'know' its true costs if expenses are entered on the website, even if subsequently donated.

Travel Expenses:

Principle: This is payable to/from the Member's base (usually home or office) to an appointment, including any extra distance to attend the after game venue. It is expected that Members avoid, where possible, unnecessary costs – some illustrations are provided below.

Travel for a prearranged Committee, sub Committee or an official SHUA activity is similarly payable. Monthly meetings are social and associated expense claims are not expected.

Normal expenses include mileage (from the milometer or Google maps or equivalent) and public transport (rail fare, Oyster Pay as You Go). Car parking at many London / town centre venues during the working week and at some rail stations, especially for midweek appointments (when the alternative is a longer car journey with car parking at the other end anyway). A brief reason for car parking costs is always welcome with any claim. An example would be where the after match venue has charged parking.

Reasonable refreshments up to £5 when on a double SHUA appointment or extended activity (and none are provided / there is no time).

The Association encourages car sharing / lifts where feasible.

Important:

SHUA assumes you and your car will be in a fit and legal condition to drive safely with licence, MOT and insurance etc. The mileage includes an element for such costs. SHUA assumes this in order to pay your mileage and is not able to accept a claim from you or a third party arising from an incident with your car whilst on Association business.



Illustrations of unusual or unnecessary costs

SHUA will not normally pay the cost of taxis. A taxi may become needed due to delayed public transport and an explanation should be provided with the claim. If a venue is otherwise inaccessible and a lift cannot easily be organised, then a taxi from the station can be claimed. Members are urged to email the Treasurer in advance when the intention to use a taxi is known.

Taxis used to fulfil an appointment due to late travelling by the umpire should not be claimed.

SHUA will not reimburse a parking fine, a speeding ticket or other traffic fines.

Weekend parking can usually be found for free, even in central London. Members are encouraged to use the parking zone and single yellow lines around Battersea Park and Kennington Park, for example, and not use the chargeable parking in these parks.

Authorisation of Claims

Costs cannot be authorised by the claimant. Costs are authorised by:

Chair of the relevant Committee or sub-Committee

Officers managing the relevant activity;

The Treasurer or Assistant Treasurer for all normal expenses.

The Treasurer or Assistant Treasurer has discretion to approve unusual expenses or seek the views of the Chair or relevant appointment secretary in cases of query or challenge.

The Chair will resolve disputed expenses, seeking such advice as needed.

Dave J Thompson and **Mark Bennett**
Hon. Treasurer **Assistant Hon. Treasurer**

27th March 2014