



WESTBURY HARRIERS

FOUNDED 1924

President: DAVID PERKINS

Lady President: PATRICIA GALLAGHER

Olympic, World, Commonwealth Games, United Kingdom, Great Britain, English, Scottish, Welsh, Irish and New Zealand International Honours

Request for Payment of Members' Expenses

Please complete the following form as completely as possible. Where possible, reasonable evidence of expenditure should be provided with this form, e.g. receipts, invoices, copies of entry forms etc. Please note that requests provided with reasonable evidence of expenditure can be approved by the Club's Treasurer and are likely to be paid more quickly. Other requests must be approved by committee. See over page for guidelines on claiming expenses.

Return to: Underhill, Baden Hill Rd, Tytherington, Wotton-under-Edge, Gloucestershire, GL12 8UG, or e-mail treasurer@westburyharriers.co.uk.

Contact Details

Name:	
Contact address:	
Contact phone number:	
Contact e-mail:	

Details of Request

Date(s) of expenses:	
Details of expenses:	<i>For all travel and accommodation claims please provide details of event, mileage and names of persons travelling.</i>
Is proof of expenditure attached?	Yes / No

Westbury Harriers' Use (please leave blank)

Date Received:	
Treasurer approval / date	
Committee approval / date	
Details of payment	Date: Amount: Cheque No.:



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Guide to the Payment of Expenses

To claim expenses, please use the Club's expenses form and provide proof of expenditure wherever possible. Expenses will normally be paid to members of Westbury Harriers under the following circumstances.

1. Purchase of goods and services on behalf of the club

All expenditure authorised by the committee or carried out by duly delegated officials will be repaid in full subject to provision of proof of purchase and/or provision of a completed expenses form.

2. Expenses incurred when travelling on behalf of the club

Claims for travel expenses will only be considered if submitted on a Westbury Harriers claim form stating reasons for travel, details of event, mileage and persons travelling. Travel expenses will normally be paid in the following circumstances:

- Coaches and team managers travelling to Championships and team events (e.g. Gwent League) may claim their travel expenses on the following basis: £0.20 / mile plus incidentals such as tolls;
- Drivers taking one or more athletes travelling to national or regional championships (e.g. Midlands) may claim £0.05 / mile for each athlete (this is to encourage lift sharing). Please note that expenses will not be paid for any county championships or any event taking place within 25 miles of Bristol.
- With prior agreement of committee, officials travelling on behalf of the Club may claim £0.20 / mile plus incidentals.

Claims for other travel expenses will be considered by the committee and paid at its discretion.

3. Accommodation

Where travel to and from a National Championship venue within a day is not practicable, the club will meet reasonable accommodation costs (e.g. B+B). Prior agreement of committee must always be obtained and proof of participation may be requested. Please note that accommodation expenses for mass participation events such as the London Marathon will not normally be paid.

Contributions to the cost of accommodation for team events will be made at the committee's discretion.

4. Training courses

For all UK-Athletics' coaching courses, the cost will be met in full by the Club. For all other courses attended on behalf of the Club, prior agreement of committee should be obtained in order to ensure full repayment. Proof of participation may be requested.

5. Physiotherapy / medical expenses

For U18 and athletes in full time education, the committee will make the following contribution to the costs of any programme of treatment / medical expenses for sports related injuries:

- 50% of the cost of up to 5 sessions of treatment, or medical expenses, up to a maximum of £100.

Only one such claim per athlete will be considered in any one calendar year. Committee will consider claims from senior athletes, but payment is entirely at its discretion.

6. Support for 'Performance Athletes'

For athletes competing in top level or international events, committee will consider reasonable claims for expenses – for example accommodation, equipment, coaching. However, payment is at committee's discretion and may be rationed. In all circumstances, prior agreement of committee should be obtained.