



## CSSC EXPENSES CLAIM FORM

### GUIDANCE NOTES FOR COMPLETION

#### 1. GENERAL

Expense claims that are not fully completed or are submitted for payment without adequate evidence of expenditure may be subject to delay and/or rejection. If necessary, a separate sheet should be attached to detail particularly complicated or lengthy claims where insufficient space on the claim form prevents a clear explanation.

Claims must be made within three months after the event or they will be rejected.

If, after reading the following notes, you remain unsure about the completion of your expense claim form, please contact the CSSC Event Team for advice.

This form is to be used to claim reimbursement of expenditure directly associated with travel and subsistence whilst attending one of the following events. **ALL PERSONS COVERED BY THIS CLAIM MUST BE CSSC MEMBERS OR AUTHORISED MATCH OFFICIALS:-**

CSSC National Finals  
CSSC Open Championships  
CSSC Representative team fixtures  
SRB meetings

#### 2. METHOD OF PAYMENT

Payment of expenses will, in most cases, be by BAC's (Bank details required). Subject to the full and correct completion of your expenses form, all payments will normally be issued no later than 21 days after your claim is received.

In some events payment may be on the day of the competition but please check your event information pack to confirm this. Where payment is due to be made on the day of the competition but insufficient claim details are provided, payment of the claim will be made by cheque after the event when the details are available.

#### 3. CERTIFICATION

All claim forms must be certified prior to being passed for payment. This section should be completed by either the Event Organiser, National Team Manager or other authorised CSSC official. Any expense forms not duly certified will be rejected. Claims cannot be self-certified.

**No claim will be paid if the CSSC membership number and NI number are not shown.**

Unless agreed and arranged beforehand members are expected to travel home on the evening/night of/after the event where it is feasible to do so.

#### 4. START AND END OF JOURNEY

The words 'home' or 'office' should be entered in sections From/To as appropriate and you should detail any intermediate stages of your journey giving the full addresses of places visited. If your journey started/ended other than at your home/office, give full address.

## 5. TRAVEL BY RAIL/COACH

All claims for rail or bus travel must be accompanied by the relevant tickets or receipts. Where it is likely that the tickets may be surrendered for inspection or on arrival, a suitable receipt should be obtained at the time of purchase.

Every effort should be made to secure the cheapest ticket available for the journey eg Saver, Super Saver, Apex or other discounted tickets. Under no circumstances will the cost of first class travel be reimbursed.

Taxi fares are only allowed if there is no other form of transport available and **must be approved beforehand by the event organiser.**

## 6. TRAVEL BY AIR OR HIRE VEHICLE

Members wishing to travel to an event by air, or who wish to hire a vehicle (coach, minibus or car etc) to travel to the event, should, in all cases, seek advance approval from the CSSC Event Team at CSSC Head Office 01494 888 435 / 439 / 417 / 438.

Claims which have not received prior approval will be rejected. If approved, receipts must be attached to the claim.

## 7. TRAVEL BY CAR

Claims for travel by car will be paid at the CSSC rate of mileage shown below. Every effort should be made to car share to the event venue and passenger(s) details should be clearly shown on the claim form.

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

The CSSC car rate is 19p per mile to be claimed by the driver. The rate of 5p per mile per passenger up to a maximum of £15.00 per passenger (return journey) may be claimed for other competitors and/or match officials travelling in the same car. Such passengers will not be eligible to claim travel costs in their own right, except for travel to and from the pick up point. Parking receipts/toll tickets must be attached to the claim. No allowance will be given for the carrying of equipment.

## 8. SUBSISTENCE

Subsistence is payable only when CSSC, 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 subsistence is necessary.

The rates payable are detailed below:-

Over 5 hours journey: £5.00

Over 10 hours journey: £10.00

Where subsistence is claimed the amount should be shown in the 'Meals' column of the claim form. The date and time of leaving home or office and return to home/office must be entered in the From/To columns.

## 9. CO-ORDINATED TRAVEL ARRANGEMENTS

For some events the method of travel will be clearly stipulated. All players/officials will be expected to adhere to the arrangements unless prior approval is obtained from the CSSC Event Team.



7	<b>Declaration</b>
<b>HAVE YOU ATTACHED ALL RECEIPTS ?</b>	
<p>I declare that .....</p> <ul style="list-style-type: none"> <li>* I am a current member of CSSC</li> <li>* I have travelled and/or incurred the expenses described above solely in connection with the event(s) specified on this form</li> <li>* I am not eligible to receive these expenses (in part or full) from any other body or organisation</li> <li>* The passenger(s) who travelled with me qualify for reimbursement under CSSC rules</li> </ul> <p style="margin-left: 20px;">NB Mileage will be checked by AutoRoute to confirm figures stated are correct.</p> <div style="text-align: right; margin-right: 50px;"> <p><b>Signed:</b> .....</p> <p><b>Date:</b> .....</p> </div>	

8	Certification (COMPLETED BY EVENT ORGANISER/OTHER AUTHORISED CSSC OFFICIAL -not self-certified)	Mileage Check																				
<p>I confirm that the person named above was in attendance at the event(s) detailed on this form.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; text-align: center;">Signed</td> <td style="width: 20%; text-align: center;">Date</td> <td style="width: 40%;"></td> </tr> <tr> <td style="border-top: 1px dashed black;"></td> <td style="border-top: 1px dashed black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Name (BLOCK CAPITALS)</td> <td style="text-align: center;">Position</td> <td></td> </tr> <tr> <td style="border-top: 1px dashed black;"></td> <td style="border-top: 1px dashed black;"></td> <td></td> </tr> </table>		Signed	Date					Name (BLOCK CAPITALS)	Position					<p>Mileage has been checked and is correct</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; text-align: center;">Date</td> <td style="width: 60%;"></td> </tr> <tr> <td style="border-top: 1px dashed black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Initials</td> <td></td> </tr> <tr> <td style="border-top: 1px dashed black;"></td> <td></td> </tr> </table>	Date				Initials			
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9	<b>FOR OFFICIAL USE ONLY - to be completed in all cases</b>																
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