



**President: Lawrence Davies**

**Chairman: Reg Lewis**

Registered Office: c/o King Watkins,  
The Island House, Midsomer Norton, BA3 2DZ



### **POLICY – REFEREE, MENTOR, COACH & ADVISOR EXPENSES**

Owner: Hon. Treasurer

#### **EXPENSES POLICY**

##### **Appointments within the County:**

You are entitled to claim travelling expenses to and from the Club to which you have been appointed. The expenses should be based on the distance from your home to the Club, or between the start and finish points, whichever is the shorter, or previously agreed by the Chairman or Hon. Treasurer. If a team of three is appointed, match officials should arrange to travel together where this is practicable.

Car mileage rates will be reviewed at least annually by the committee and will be communicated to all members through the Who's the Ref (WTR) e-mail system when the mileage rate changes and will generally be aligned to current fuel costs and current HMRC fuel benefit guidelines. Within the County, the use of taxis should be avoided and must be agreed with the Hon. Treasurer beforehand.

All claims should be processed through the Who's the Ref (WTR) system. Payments will be made at least monthly by the Hon. Treasurer.

##### **Appointments outside the County:**

The basis for claiming expenses is to and from the Club to which you have been appointed. The expenses should be based on the distance from your home to the Club, or between the start and finish points, whichever is the shorter.

Where more than one Society member is appointed on exchange, either as a team of three or to different matches, travel expenses for the main part of the journey will normally be paid for one car only. The senior referee is responsible for sorting out the travelling arrangements with their colleagues. Where practical considerations (e.g. referees' home addresses, location of clubs) make this difficult, the agreement of the Chairman or the Hon. Treasurer should be sought in advance. If a member chooses to travel independently for personal reasons, travel expenses are not usually paid. On exchange, rail travel must be authorised in advance by the Chairman or Hon. Treasurer.

The total claim for expenses will be paid by the Society via Who's the Ref (WTR) system as defined within the County instructions above.

Claimants must ensure that all expense claims for exchange appointments are made to Somerset Rugby Referees Society, **NOT** the host society, as the claim will not be processed by the host society.

Status: Draft

Issue Date:

Last Review:

### **Other mileage claims:**

Mileage Claims can be submitted for the following events:

- a. Executive Committee Meetings
- b. Academy Training Meetings
- c. Development Squad Meetings
- d. SWG, Federation & RFRU Meetings
- e. 7's Tournaments supported by SRRS
- f. 10's Tournaments supported by SRRS

Mileage rates for the above are shown in Appendix A

### **Membership Payments:**

All Society members whose membership level requires the payment of annual membership subscriptions. The Society gives all members two ways to pay their membership fees.

1. Membership deducted from the first expense claim submitted each year, or
2. Members can pay their membership into the Society Bank Account.

Bank Details are shown in Appendix A.

### **Notes:**

- a. When difficulties with the WTR system arise, you should complete an Expenses Claim Form with the date, match details and mileage claimed. This form should be sent to the Hon. Treasurer by e-mail with details why the claim is not being made through the WTR system. A copy of the Expense Claim form is available upon request from the Hon. Treasurer.
- b. The Society will pay reasonable non mileage expenses incurred when travelling, i.e. Parking Charges if relevant, but parking fines or fixed penalty fines for illegal parking whilst attending an event on behalf of the Society will not be paid by the Society.
- c. It is the responsibility of the claimant to ensure that the Society holds the correct bank details for electronic payment of expenses. The Society is not responsible for costs incurred in reclaiming expenses paid into the wrong account if proper notification of account details has not been made.

## **Appendix A**

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**Mileage Rates:**

<b>Event</b>	<b>Allowable Mileage Claim</b>
Executive Committee Meetings	£0.30 per mile
Academy Training Meetings	£0.30 per mile
Development Squad Meetings	£0.30 per mile
SWG, Federation & RFRU Meetings	£0.30 per mile
Standard 15's Rugby Match	£0.45 per mile
7's Tournaments supported by SRRS	£0.225 per mile
10's Tournaments supported by SRRS	£0.225 per mile

**Bank Details:**

Bank: NatWest Bank  
Account Number: Somerset County Rugby Referees  
Account Number: 55597068  
Sort Code: 60-14-24

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