**Bristol Rugby Referees Society**

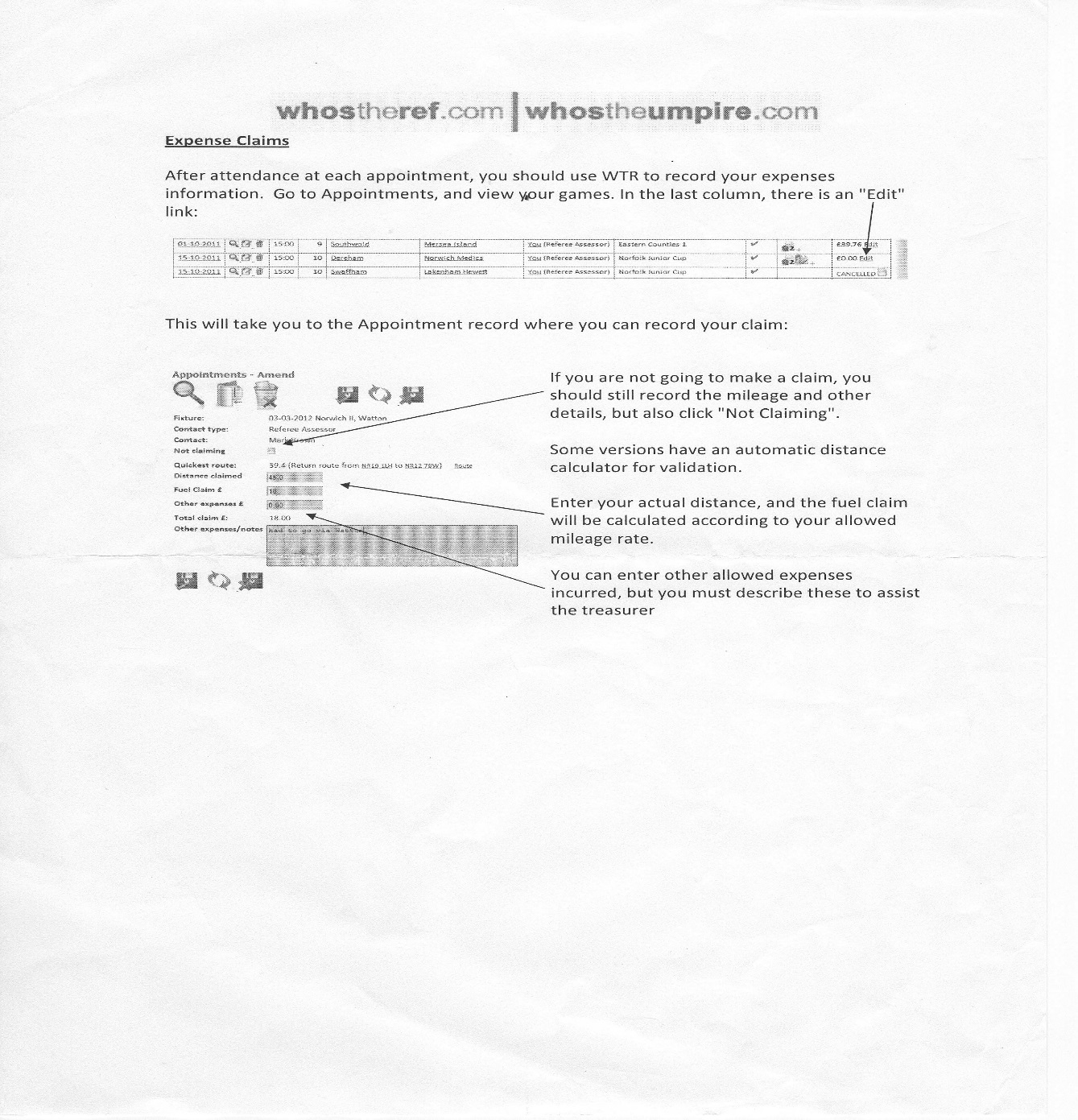
**Expenses policy & process**

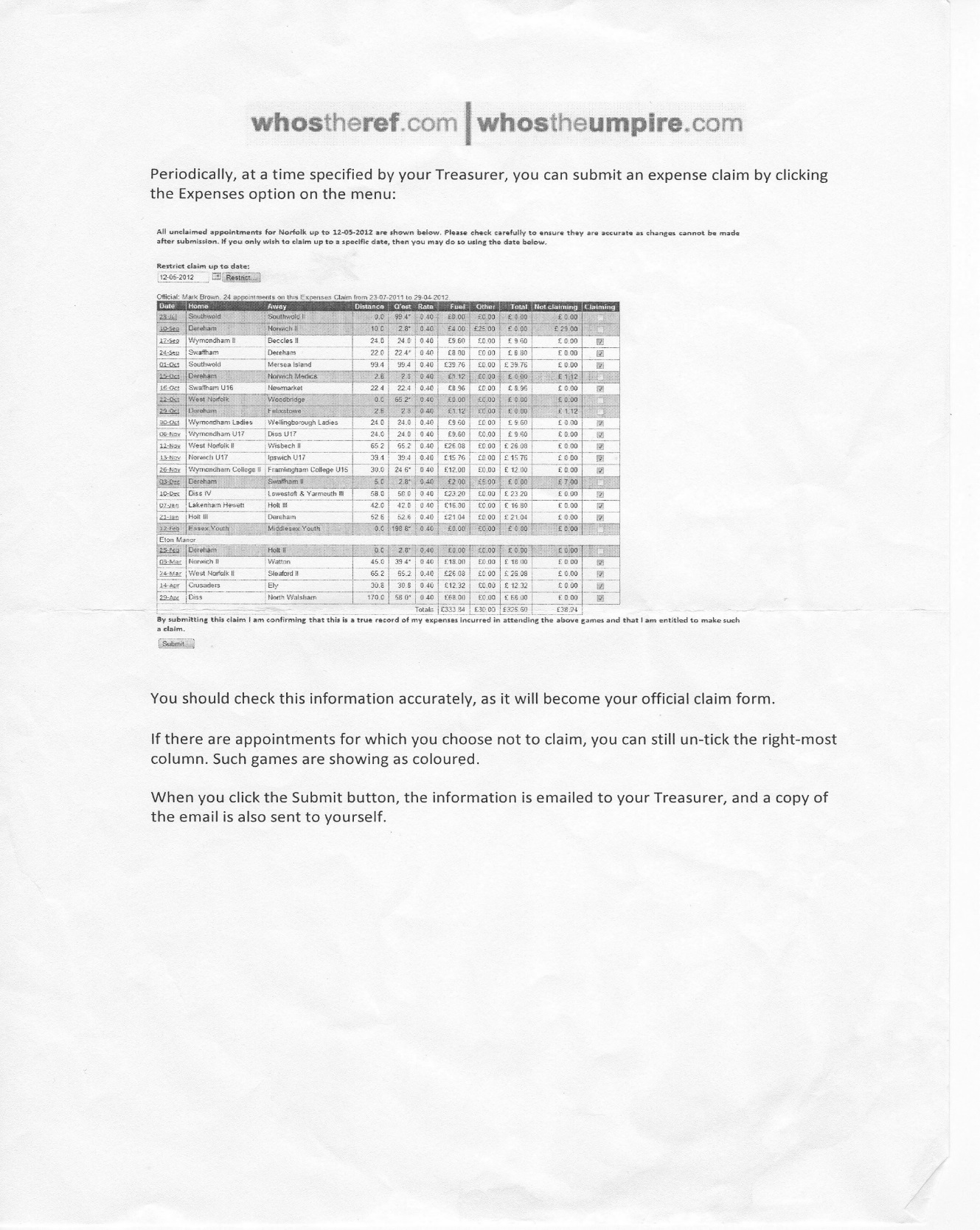
**Policy**

* The society will pay a mileage payment, currently 35 pence per mile, plus any bridge / toll fee incurred, to all referees, assistant referees and match development officials officiating at society appointed fixtures during the season.
* Where the referee, assistant referee or match development official travels by public transport this cost may be claimed in lieu of mileage.
* No additional costs, e.g. food, hotel, etc. will be reimbursed unless approved by the treasurer prior to being incurred.
* When members have an exchange fixture with another Society all officials are expected to travel together, unless approved by the treasurer prior to the exchange, and any mileage, tolls or bridge fees must be included in the relative months claim.
* All claims will be made via Who’s the Ref – process detailed below – with claims being submitted within 7 days of the month end. Claims that are not submitted within this timescale will normally be rejected.
* Payment will be made directly in to the member’s bank account by credit transfer prior to the 21st of the month when the claim is submitted.

**Process**

1. The process of expenses is in two distinct stages:
   1. Record your expenses against the appointment record
   2. Submit the details of the claim
2. Select Appointments from the menu
   1. Enter the period covered, e.g. 1 to 31 October.
   2. Click “EDIT” on the specific fixture you wish to deal with.
   3. If you are not claiming click “not claiming” box.
   4. The system will have calculated the journey details and amount to be claim, if you feel they are wrong you can change these but justification MUST be shown in the “notes” box, below.
   5. If you have not travelled by car and will be claiming for public transport the mileage covered must be reduced to nil and the cost of travel recorded in the “other expenses” box, with suitable explanation in the “notes” box below.
   6. Save the changes.
3. Select Expenses from the menu (at the end of each month)
   1. This will show all fixtures since your last claim including the current month.
   2. Enter the last date of the period you are claiming for in the top left hand box and click “restrict”. If you do not do this the claim will include all of the appointments and you will not be able to subsequently claim for the current month to date fixtures.
   3. If you are happy with the claim you press the “submit” button, if not return to the appointments screen and make any necessary adjustments. Then recommence the above procedure.

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