

**ALLOWABLE EXPENSES FOR CSMA COMMITTEES**

<b>Purpose</b>	<b>Eligibility</b>	<b>Expenses allowable</b>	<b>Limits and conditions</b>
Travel to committee and sub-committee meetings	All members with a right to attend, and others invited as observers by the relevant committee	Vehicle mileage  Passenger mileage allowance  Vehicle parking  Bus and train fares  Taxi Fares  Train sleeping accommodation  Air fares  Meals	30p per mile  3p per mile per passenger (Eligible claimants only)  Reasonable costs where vehicle use is essential. Parking fines or excess charges will not be reimbursed.  Standard class only. The cost of a one-year discount rail card can be allowed where the annual savings exceed the cost of the card.  Where essential and subject to receipt  When distance and timing of travel necessitates its use.  When distance and timing of travel necessitates, provided the cost is less than the cost of land travel, plus essential overnight accommodation.  For an absence from home of between 5 and 10 hours: one single-course meal and one snack up to a total value of £20, with supporting receipts.  For an absence from home of over 10 hours and for an overnight absence: one 3-course main meal and two snack meals up to a total value of £35, with supporting receipts. Allowances for individual meals and one drink are: Snack allowance                   £ 6.00 Single course meal               £14.00 Three-course meal                 £23.00  Refreshments provided at committee meetings at CSMA Club's expense, and collective meals taken before or after the meeting, should not cost more than the aggregate amount which would be claimable by the participants individually. Collective claims should identify the occasion and the names of those participating.

<b>Purpose</b>	<b>Eligibility</b>	<b>Expenses allowable</b>	<b>Limits and conditions</b>
Travel to committee and sub-committee meetings (continued)	All members with a right to attend and others invited as observers by the relevant committee	Overnight accommodation  Where required prior authorization should be obtained from the Member Communities Team or the Club Treasurer.	Hotel accommodation with breakfast, up to £127 in London and £83 per night elsewhere, with supporting receipts. However, in exceptional circumstances a higher rate may be approved by the Member Communities Department or the Club Treasurer, if justified and authorised in advance.
Travel to attend in an official capacity:  relevant trade exhibitions; regulatory or co-ordinating bodies; other CSMA business meetings	Members of the Club Council  Specialist Committee and nominated representatives	Travel and other expenses as defined above	Subject to the approval of the responsible Committee or with agreement of Club Council.
Committee administration	All Committees and sub-committees	Committee room hire  Telephone calls  Postage Stationery, printing and photocopying	Rooms available for commercial hire only  Call charges related to CSMA business subject to maximum of £10 per quarter where itemized billing is not available and a pre-paid package applies.  Where electronic communication is not possible.
		IT connection and equipment	Subscription for mobile wireless connection device or similar, in the extenuating circumstance of poor or non-existent landline connection/capability. Subject to a maximum of £12pcm. Prior approval required from Member Communities Department or Club Treasurer.

<b>Purpose</b>	<b>Eligibility</b>	<b>Expenses allowable</b>	<b>Limits and conditions</b>
Planning & attending Club events	Organisers and hosts authorised by the relevant Committee	Travel and meals Telephone calls Postage Stationery, printing and photocopying relating to the event	Reasonable costs, within the above limits, relating to reconnaissance, planning and running events, or developing member benefits, e.g. C&C site inspections where incurred costs should be built into the event budget. At the discretion of the relevant committee these may include the cost of attending the event, if this is key to the event's success and provided the cost is also included in the events budget. Costs of overnight accommodation would not normally be allowed.
Supporting Club Events	Groups Specialist Committees and sub-committees	Accommodation and activity space. (Includes hotels, meeting rooms, halls, motor sport and C&C rally sites)  Prizes, certificates, trophies and related costs, e.g. engraving  Entertainment at Club Nights and social events including hiring guest speakers, entertainers, musicians and the like.  Newsletters and direct mailings in local areas.  Subsidies  Gratuities  Press advertising.	Reasonable costs, as approved by the relevant committee          Subsidies are not permissible however maybe given approval if sought in advance from Member Communities Team or Club Treasurer where there may be a possibility to cover against potential loss.  No gratuity should be paid from CSMA Club funds. If considered appropriate should be borne by benefiting members and guests.
	Specialist Committees	License's and affiliations	National and local regulating or coordinating bodies
	Groups	Incentives to attendance	Maximum of £50 p.a. for "Member of the Year" and similar awards  Reasonable costs for refreshments at the Group AGM

Hospitality	Members of the Club Council	Meals, snacks and drinks	Where in their judgment it will serve to further the interests of CSMA Club. Claims for such expenditure should be authorised by an Officer of the Club (Leader, Deputy Leader, Treasurer, and Captain) separately from any other expenditure and should be paid exclusively through the Member Communities Department.
	Club Leader, Club Deputy Leader, Club Treasurer and Captain Specialist Committee and Panel Leaders	Meals, snacks and drinks	In dealings with external contacts, when reciprocation of hospitality is appropriate.  A limit of £25 on any one occasion
	Any Committee member	Meals, snacks and drinks	While representing CSMA Club at a member event and for the purpose of avoiding damage to CSMA Club's interests or reputation.  A limit of £25 on any one occasion
Honoraria	All qualifying positions	Annual payment	Honoraria may be paid only by Member Communities Team. No payments may be made from Committee funds.
Capital expenditure	All Committees and Panels	Non-IT equipment for administrative purposes, and for supporting events	Individual items costing up to £250
		IT equipment (computers hardware, software and ancillary equipment)	In accordance with section 7 of the Finance and Accounting Section of the Club Handbook.