



## Reimbursement of Expenses for Organisers and Principal Officials at Cambridge Cycling Club Events

### **Who Is Eligible?**

The event organiser; the person(s) responsible for putting out and/or collecting signs; the chief timekeeper; others by agreement of the Committee. Only Club members are eligible.

### **Payment Basis:**

For all: mileage based on the distance from the member's home to the event start. For the person putting out / collecting signs: additionally, the mileage for the course (for multi lap races, the mileage for a single lap). A list of distances for signage for each course will be available.

Mileage will be paid at the HMRC rates, currently £0.45 per mile for cars and £0.20 per mile for cycles<sup>1</sup>.

### **Claims Procedure**

Eligible members wishing to claim should complete a form specifying the races involved and the mileage claimed and submit it to Club Treasurer who will check and arrange for payment to be made. It would be helpful for claimants to claim for multiple races on one form at the end of the season to reduce number of payments and administrative burden. Members facing hardship may request early payment.

### **Example:**

F16/10 Barton 10

Start is deemed to be 8 miles from member's home. Member is putting out signs and organizing.

Distance to place signs 11 miles (course length plus one)

So the member has eligible distance claim (2 \* 8 + 2 \* 11) of 38 miles

38 miles @ 0.45p = £17.10

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<sup>1</sup> Under HMRC rules, mileage should reflect "actual costs" and these are their recommended rates. It is not permissible to pay the higher rate for cycles without it incurring a taxable event for the recipient.



## Cambridge Cycling Club: Expenses Claim for Mileage Incurred in Support of CCC Races or Approved Events

Name:

Full Address Including Postcode:

Event Date:	Event & Course	Duties	Transport Mode: Motor / Bike	Distance Home to HQ (Miles) <sup>2</sup>	Distance for Signs etc. <sup>3</sup>	Total Distance Claimed	Amount Claimed <sup>4</sup>
						TOTAL:	

Signature and Date: \_\_\_\_\_

<sup>2</sup> Journey distance to and from home to event start / HQ. Please use mileage, not kilometers.

<sup>3</sup> Distance travelled to place and to retrieve signs. A list of distances is available for standard club TT courses.

<sup>4</sup> Eligible rates are £0.45 for motor vehicles and £0.20 for cycles.