



## EXPENSE CLAIM GUIDANCE NOTES

Travel by Car:	Reimbursed at 40.0 pence per mile. JudoScotland reserves the right to check all mileage claims with AA Autoroute (or similar)
Travel by Rail:	Reimbursed at Second Class travel rate
Travel by Air:	By negotiation and agreed in advance with the Chief Executive Officer and/or Finance Director
Accommodation:	By negotiation and agreed in advance with the Chief Executive Officer and/or Finance Director
Subsistence:	Guidance figure for Lunch allowance - £5.00 Guidance figure for Dinner allowance - £10.00
Receipts:	Receipts for <b>ALL</b> expenditure, other than mileage, <b>MUST</b> accompany all claims
Other Claims:	For any other claims not covered by the above notes, guidance should be sought <b>IN ADVANCE</b> from the Chief Executive Officer and/or Finance Director.