

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 ALL expenditure, other than mileage, MUST accompany all claims |
| Other Claims: | For any other claims not covered by the above notes, guidance should be sought IN ADVANCE from the Chief Executive Officer and/or Finance Director. |