



# **CHILTERN REGION Pétanque England**

[www.chilternpetanque.org.uk](http://www.chilternpetanque.org.uk)

## **REGIONAL EXPENSES GUIDELINE**

### **ENTITLEMENT**

The Chiltern Region will pay expenses to committee members and any other persons (including Junior's) entitled to claim for the following general expenses described below.

1. For accommodation at the Inter Regional Championships the Region will pay the cost of the Juniors accommodation on a pro rata basis subject to expenses incurred and at our discretion.

2. Travelling expenses for mileage for juniors going to competitions where they are representing the region if the person driving is not playing and is the only option available to get the junior or juniors to the competition.

If they are playing they can claim a percentage of the mileage based on the number of people travelling in the vehicle e.g. if there are 3 people in the car plus the junior then the junior's share of the mileage will be 25%. Unless circumstances dictate otherwise, the region will normally expect travelling arrangements to include as many people as possible sharing a vehicle whether the driver is playing or not.

3. If the region have asked a junior to play in an event, the region will pay the entry fee, but if they are not representing the region (ie. PE Junior qualifiers, open competitions etc) we will pay the entry fee, but not pay travelling costs. Any member playing for England (outside the UK) will be entitled to make a claim from the Regional Travel Fund, the amount being determined by the committee based on the number of people claiming.

4. Outside of the above, the region will pay expenses to any member officially representing the Region at meetings convened by the PE.

5. For the avoidance of doubt, members are advised to approach the Regional Treasurer to seek clarification on whether expenses will be paid prior to incurring any costs

### **AMOUNT PAID**

Private Car 20ppm

Company Car 15ppm

Full Cost of Public Transport (bus/train)

Taxi only if public transport not available.

Meal Allowance Lunch £5

Meal allowance dinner only for overnight stay £10

B&B only when overnight stay is necessary £35

These are based on the PE Guidelines, but the mileage payments are set by the Region and therefore are subject to change in line with the Regional Committees decision.

## **ADDITIONAL GUIDELINES FOR CLAIMING REGIONAL EXPENSES INTERNATIONAL REPRESENTATION**

Chiltern Region will consider financial support from its travel fund for Chiltern Region members that qualify for the international representational competitions listed below.

The Chiltern Region's Travel fund is set each year by the Committee at the time of the agreement of the annual budget. The funds made available will depend on the financial circumstances of the Region at the time and claims against the travel fund **must** be made in the financial year in which the competition took place **by the 15th October**



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The Region will also only pay out expenses when it is satisfied that it is fully aware of all claims that are likely to come before it during the financial year. This means that claims associated with a competition earlier in the year will not be settled in advance of a full understanding of claims associated with competitions which take place later in the year. This is to ensure that all members are treated fairly but may mean that there will be a delay in the payment of expenses.

Within a limited travel fund budget, financial support for travel and accommodation will be prioritised according to the status of the competition under the following tiers:

## Tier 1

- Men's World Championships;
- Women's World Championships;
- Espoir's World Championships; and
- Juniors World Championships.

## Tier 2

- Men's European Championships;
- Women's European Championships;
- Espoir's European Championships; and
- Junior's European Championships.

## Tier 3

- Junior's participation in PE invitational events outside of the UK.
- International representation for the CEP Euro Cup for Clubs.
- Home Nations Representation.

No financial support will be forthcoming from the Region for Non-PE invitational events outside of the UK attended by Senior's or Espoir's.

No set expense levels will be made for these competitions, but in setting the level of the financial support to be paid from the travel fund, the committee will take the following into consideration. Whether financial support from sponsors or other fundraising activities has been made available to the member or members concerned;

[1] The relative costs involved in attending competitions during the financial year concerned by considering the expenses which falls upon a Chiltern member after taking into account any financial support from the PE e.g. the costs of participation outside of Europe may be more expensive; and

[2] Any specific or exceptional circumstances that merit financial support outside of these guidelines.

January 2019

Chiltern Region Committee.