

RLSS Poole Lifeguard

Competitions Expense Scheme



What is the Competitions Expense Scheme

RLSS Poole Lifeguard have for many years assisted its members by making available funds to be used towards meeting the costs of attending competitions at National level. The Club will assess the applications on an individual basis.

How Do I Apply?

You should apply in writing on the application form supplied by the Club, within one month of the event. **Your application should be handed to any Committee Member.**

You should provide the following details on the attached application form.

- Your name & home address.
- Details of the event you attended
- Location and date of the event.
- Travel and accommodation expenses

It is important that there is transparency with all expense claims and therefore all applications must always be supported by the relevant receipts for auditing purposes. Wherever it is possible we will ask for a valid VAT receipt to be submitted along with any expenses claim made.

How Will My Request Be Assessed?

The Executive Committee will consider your request at the next available Committee Meeting occurring after your application is received. Your application will be considered on an individual basis and will take into consideration the following points.

- Accommodation – One room per family only.
- Travel - Mileage (based on the approved Mileage Allowance Payments - AMAP) or Coach/Train ticket
- The financial position of the club at the time of your application.

You will be notified of the decision of the Executive Committee within 4 weeks of your application being made.

Rev 1



Patron: The Mayor & Admiral of The Port Of Poole

Charity No: 1073840

Founded: June 1975

Website: www.rlss-poole.org.uk

Email: info@rlss-poole.org.uk

HQ: Sandbanks Beach - Poole

RLSS Poole Lifeguard

Competitions Expense Form



Your form should be handed to any Committee Member.

Name _____ Contact No _____

Address _____ Membership No _____

Postcode _____

Event Name _____ Date of Event _____

Event Address _____

Postcode _____

Accommodation Details (attach receipts)

Hotel/Guest House

Travel Details (attach receipts)

Mileage

Coach/Train

Signed: _____ **Date:** _____

Office use only	<i>Approved</i>	<i>Date</i>

