

## Further information

The Association and Club Conference on Saturday 15<sup>th</sup> October is being held at the Eric Mensforth building of Sheffield Hallam University. This building is less than a five minute walk from the train station. There are a number of pay and display car parks nearby. Maps of the local areas will be sent to registered delegates in due course.

## Assistance with travel expenses

For registered delegates, the costs of the Conference including refreshments and a light buffet lunch will be paid for by British Orienteering.

We recognise that we have requested the presence of two delegates from each club and association and that some delegates may have significant travel expenses. British Orienteering will assist with travel expenses as follows.

### Car

Where the total round trip to and from the conference venue exceeds 150 miles, British Orienteering will meet the costs of half of the mileage that exceeds 150 miles (at British Orienteering's standard rates). Here are examples:

- A delegate travelling a round-trip total of 310 miles could claim 25p (standard mileage rate) x 160 miles (excess over 150 miles) x 0.5 i.e. £20 from British Orienteering, and the rest must be met by the delegate or the delegate's club or association.
- A delegate travelling a round-trip total of 200 miles with another delegate as a passenger could claim 27p (standard mileage rate with a passenger) x 50 miles (excess over 150 miles) x 0.5 i.e. £6.75 from British Orienteering, with the rest to be met by the delegate or the delegate's club or association.
- For a delegate travelling a round-trip total of 120 miles, the costs to be met by the delegate or the delegate's club or association.
- Similarly, British Orienteering will cover half of any parking costs incurred by delegate's parking in Sheffield for the duration of the conference e.g. 0.5 x £12.00 (example parking charge) i.e. £6.00

### Train

British Orienteering will meet half of the cost of the cheapest standard class return ticket after deducting £30.

As an example, a delegate whose rail ticket costs £50 could claim 0.5 x £20 (£50-£30) i.e. £10 from British Orienteering, with the rest to be met by the delegate or the delegate's club or association.

## Other conditions

1. A maximum of two claims per club or association will be accepted. These claims must only be from the club or association delegates who had their attendance registered with the National Office prior to the conference (or from any substitutes sent in the registered delegates place).
2. Any claims must be made on the claim form available at the Conference and be received by British Orienteering by Friday 11 November 2011.
3. Train ticket claims must be supported by a ticket receipt or one of the used tickets.
4. Other expenses will only be payable if agreed in advance in writing by British Orienteering.

Please arrange to share cars wherever possible to minimise costs.

For anyone requiring more information please contact, Laura Martin at the National Office on 01629 734042 or by email: [LMartin@britishorienteering.org.uk](mailto:LMartin@britishorienteering.org.uk)