

## Association & Club Conference, Saturday 10<sup>th</sup> October 2015

### Expenses Details



### Further information

This year's Association and Club Conference will be held on Saturday 10th October 2015 at NFU Mutual Head Office, Tiddington Road, Stratford upon Avon, Warwickshire, CV37 7BJ.

As last year, as part of the partnership arrangement, the NFU Mutual has offered to provide a venue and refreshments for the conference to British Orienteering free of charge. This is a huge saving on costs for British Orienteering and savings that can be used effectively elsewhere.

The venue has good, free parking facilities available and is not far from the M40 for those travelling by road. Train travel presents a few more challenges however is possible and the closest train station is Stratford upon Avon.

### 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, in conjunction with the NFU Mutual.

All members are invited to attend and we would encourage as many as possible to come along and have your say!

As in previous years, we also encourage clubs and associations to nominate 2 chosen representatives to represent their views. Clubs and association chairs or secretaries must confirm the names of the 2 delegates attending on behalf of their club or association. This will register their attendance and these club and association delegates will be eligible to have a contribution to their expenses paid by British Orienteering (contributions will be as per below criterion).

All other members are very much encouraged to attend, however any expenses will need to be covered by the individual, club or association depending on individual arrangements.

### 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.

### 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  $0.5 \times £20$  (£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 21<sup>st</sup> November 2015 and only in exceptional circumstances with claims after this date be accepted for payment.
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.

Further information on the conference can be found in the 'Notice of the meeting' document on the website.

For anyone requiring more information please contact: the admin team at British Orienteering National Office, Scholes Mill, Old Coach Road, Tansley, Matlock, DE4 5FY.

Telephone Number: 01629 583037, Email: [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)