



**RDA SOUTH REGION.**

## **FAQs & GUIDELINES FOR YOUR EXPENSES & RDA COSTS**

*The Region's expense policy is based upon National Office policy issued November 2015, which can be viewed here.*

### **Am I eligible to claim expenses?**

If you are required/authorised/expected\* to travel, arrange overnight accommodation, incur expenses on behalf of the Region, make authorised purchases on behalf of the Region, you are eligible to be reimbursed in line with these guidelines & those of National Office (see here). When on Regional business and are away from home over a meal period you may claim for a meal and a drink of reasonable cost. Reasonable cost is that course similar to cost at Premier Inns and such like. A drink may be alcoholic and equivalent in cost to a glass of table wine. If you are unsure, please ask. You should not be paying out of your own funds unless you wish it.

All expenses above £200 **must** be authorised in advance by the Regional Chair.

*\*This will depend upon your role in the Region and any special requests from the Regional Chair. If you are unsure, ask the Treasurer or the Chair.*

### **How do I submit my expenses?**

Click this [link](#) to take you to the Expenses Claim page on the South Regional Website. We have designed the online form to be simple to complete.

If you have questions, the following checklist is aimed at helping you. If you have other questions, do not hesitate to ask the Regional Treasurer: [lcjtame@gmail.com](mailto:lcjtame@gmail.com)

### **What mileage rate I can claim?**

40p per mile for a car.

45p per mile if you are towing a horse box  
45p per mile if you are driving a horse box.

### **How do I enter my mileage on the Expense Claim form.**

Type mileage directly on the expense form in the relevant box.  
The value of the mileage will be automatically calculated for you and displayed.

### **When do I submit my expenses?**

The cut-off date for expenses is the 10th of each month. If, for any reason, it is not possible to action payments on the 10th they will be released as close to this date as possible. Any significant delay e.g., if the Treasurer is unavailable for an extended period, revised dates will be posted on the RDA South Region Website.

### **How will I receive my payment?**

If you have previously claimed expenses and been paid by BACS (direct payment into your nominated bank account), they will arrive in your account on the 15th of the month.

If this is your first claim you need to include:

- **Name of Bank**
- **Sort Code**
- **A/c Number**
- **Name of the account.**

### **What if my claim needs another form of payment, e.g, a cheque?**

You can make a special request (in the box on the claim form) to ask for a cheque.  
You will also need to provide the name and address of where the cheque is to be sent.  
If you are asking for the direct payment of a third party invoice by cheque a copy of the invoice is required for the records.

***Where possible, we prefer to pay by BACS as this saves postage.***

### **How do I claim for other RDA costs & expenses?**

These are claimed on the same form as mileage.

You will need to provide brief details such as the Event or Purchase on the form in the appropriate box.

You also need to send a copy of the relevant invoice(s) by email to the S. Region Treasurer as you do now. Please note that if the definition of the invoice is poor e.g., till receipts or documents copied on smart phone etc., they may not be readable. To ensure clarity please write the totals clearly in black ink on the receipts.

All VAT receipts need to be copied to National Office and all the details must be clear.

### **What if I don't want to claim my expenses?**

It is important that the Region receives advice of all our expenses. If you do not wish to claim please mark an "X" in the 'Unclaimed Expenses' box. At the end of the year you will receive a GIFT AID form which shows the total value of your expenses.

If you complete this form we will submit this to NO and recover the value of your expenses.

**Further, this enables the Region to have a clear awareness of our real costs. This is essential if, in the future, we have to pay for some services, which are currently being donated by our helpers and volunteers.**



## FAQ GUIDELINES ON APPLYING FOR A GRANT OR DONATION.

### How do I claim for a Grant or Donation?

The Regional website offers a direct link to a form where you can claim for a Grant or a Donation.

Details of how to clarify whether your request is valid and agreed is given by clicking on this line:

### Can my Centre claim a Grant/Donation for :-

FIRST AID TRAINING.

Region will pay £35.00 per person for **essential participants** at a First Aid Training session. Region consider only coaches to be **essential**. If you have a problem with this, please contact the Regional Chair.

To claim your grant complete and submit the application form on this [link](#).

**REGIONAL QUALIFIER.**

***A grant towards travel is awarded without application to all participating Centres. Currently this is £50***

**NATIONAL CHAMPIONSHIPS.**

***A grant towards travel is awarded without application to all participating Centres. Currently this is £100.***

**RESTRICTED FUNDS.**

Region holds funds designated for specific purposes or Counties, as follows.

Gina Meighan Fund  
Ability Memmot Fund  
Berkshire Fund (Available only to Berkshire Groups)  
South Region Sponsored Carriage Driving  
Whitworth/Hanson Holiday Fund  
Snowball Hat Fund  
Hampshire Fund (Pony Welfare & Jean Wilkingson Charitable Trust).

The Region is keen to support Centres with the use of these funds. In most instances, the Region expects to make a contribution rather than fund a whole project.

The Region is also sensitive to monitoring the distribution of these funds in as equitable way as realistic and fair.

If you think Region might help you with a donation from a Restricted Fund, please contact the Regional Chair.