

**Expense Claim Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Record all costs associated with participation at an approved course** | | | | | | | | | | | |
| Name |  | | | | | Member ID |  | | | | |
| E-mail |  | | | | | Club |  | | | | |
| Purpose |  | | | | | Date |  | | | | |
| Trip | | Start Date | End Date | | | Destination | | | | | |
|  | |  |  | | |  | | | | | |
|  | |  |  | | |  | | | | | |
| Expenses | | Dates | Details | | | | | | | Claim € | Approved € |
| Transportation | |  | Air | Taxi | Rental car | | | | Other | € | € |
|  | |  | Air | Taxi | Rental car | | | | Other | € | € |
| Own Car travel | | *\_\_\_\_\_ km* | Solo journey | | | | | | | € | € |
| Lodging | |  |  |  |  | | | |  | € | € |
| Meals | |  |  | | | | | | | € | € |
|  | |  |  | | | | | | | € | € |
| Course fees | |  |  | | | | | | | € | € |
|  | |  |  | | | | | | | € | € |
| Deductions | |  |  | | | | | | | € | € |
| Other | |  | Purpose: | | | | | | | € | € |
|  | |  | Purpose: | | | | | | | € | € |
| Subtotal | | | | | | | | | | € | € |
| Amount of expense to be reimbursed | | | | | | | | | | **€** | |
| Signature | | | | | | | | Date | | | |
|  | | | | | | | |  | | | |

**Please attach receipts for all listed expenses, sign the form and send to the Treasurer**

# Subsidy & Expense Policy

### Subsidies for all courses need be approved in advance by the JKA-SI Committee. Currently the JKA Kawasoe Group courses in London, Edinburgh, Belfast, Cork and Dublin have been pre-approved. All claims for expense payments must be accompanied by receipts as appropriate.

### *Eligible members*

### This policy applies to **designated** **JKA-SI instructors** having a valid JKA-SI license attending national or international karate courses. Designated instructors are selected by the JKA-SI Committee from those instructors who regularly teach in a club on behalf of JKA-SI.

### *International Courses*

### For international courses a subsidy for eligible members attending is available up to the maximum of €250 per course, unless otherwise approved by the JKA-SI Committee. Training must be attended for every day’s expenses. All claims must be supported by relevant receipts. Expense claim items may include any combination of the following:

* + Flights (up to a max of €80)
  + Accommodation (up to a max of €75 per night)
  + Meals (up to a max of €10 per day)
  + Course fees accompanied by a receipt from the course organisers (Up to a max of €100 per course)

### *ROI & Northern Ireland Courses*

### Mileage for journeys by private car – minimum of 2 people for full amount of fund, otherwise 50% of fund allowed for driving alone. All travel must be relevant to travelling to the event location, and must be more than 50km from the instructor’s base location. Mileage rates are shown in the table below.

### Where overnight accommodation is required, a subsidy may be claim towards the cost of accommodation (up to €75 per night).

### *Qualifications* Qualification examinations for referee, instructor or examiner will be paid up to €50 per qualification. This subsidy is in addition to the course subsidies listed above.

### *Incidental expenses* Expenses which may arise as a result of carrying out JKA-SI committee duties or duties associated with organizing courses may be submitted to the Treasurer for approval; in such cases sign-off by the JKA-SI Secretary & Chairperson is also required.

# Mileage Chart for Expense Claims

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Km* | **Athlone** | **Belfast** | **Cork** | **Dublin** | **Galway** | **Limerick** | **Sligo** | **Waterford** |
| **Athlone** |  | 288 | 213 | 123 | 85 | 123 | 115 | 183 |
| **Belfast** | 288 |  | 421 | 168 | 322 | 367 | 200 | 334 |
| **Cork** | 213 | 421 |  | 253 | 196 | 100 | 323 | 123 |
| **Dublin** | 123 | 168 | 253 |  | 208 | 197 | 207 | 167 |
| **Galway** | 85 | 322 | 196 | 208 |  | 100 | 139 | 228 |
| **Limerick** | 123 | 367 | 100 | 197 | 100 |  | 223 | 128 |
| **Sligo** | 115 | 200 | 323 | 207 | 139 | 223 |  | 293 |
| **Waterford** | 183 | 334 | 123 | 167 | 228 | 128 | 293 |  |
|  |  |  |  |  |  |  |  |  |
| *€* | **Athlone** | **Belfast** | **Cork** | **Dublin** | **Galway** | **Limerick** | **Sligo** | **Waterford** |
| **Athlone** |  | € 58 | € 43 | € 25 | € 17 | € 25 | € 23 | € 37 |
| **Belfast** | € 58 |  | € 84 | € 34 | € 64 | € 73 | € 40 | € 67 |
| **Cork** | € 43 | € 84 |  | € 51 | € 39 | € 20 | € 65 | € 25 |
| **Dublin** | € 25 | € 34 | € 51 |  | € 42 | € 39 | € 41 | € 33 |
| **Galway** | € 17 | € 64 | € 39 | € 42 |  | € 20 | € 28 | € 46 |
| **Limerick** | € 25 | € 73 | € 20 | € 39 | € 20 |  | € 45 | € 26 |
| **Sligo** | € 23 | € 40 | € 65 | € 41 | € 28 | € 45 |  | € 59 |
| **Waterford** | € 37 | € 67 | € 25 | € 33 | € 46 | € 26 | € 59 |  |