

2025 Committee Expenses Guidelines

Overview

The aim of paying expenses is to cover your actual costs whilst on club business, so that you're not out of pocket. If you choose to stay in a motorhome instead of a hotel room, we can't provide payment in lieu.

All expenses forms must be submitted within 14 days of an event.

Please fill out the committee availability form, well in advance, so that Jo can book a hotel room at the best price and in bulk, if required.

It would be a big help if you could occasionally offer half an hour of time on the Friday afternoon, to unload the van or unwrap trophies. Likewise, an extra pair of hands to lift items to the van at the end of day, would be much appreciated.

Membership

Complimentary CSCC membership during the term on the Committee.

Clothing

Complimentary shirts, hoodie/ jumper, summer 'softshell' jacket and warm, winter coat.

Dinner Dance

A pair of tickets for yourself and a guest, with wine on the table.

Committee meeting (actual)

Fuel expenses and refreshments provided. At the Sunday morning meeting after the AGM, fuel expenses will be paid if the committee member was not there the night before.

Committee meeting (virtual)

No expenses.

Shows

Attending the show and giving some time to the club stand = Free ticket

Working on the club stand (only if the club requires this) = Ticket provided for each day, plus mileage expenses and hotel room

Spa or other non-UK round

If competing = no expenses paid

If required by the office and if not competing = Mileage expenses to the point of meeting the CSCC vehicle, accommodation and sustenance will be provided.

UK Rounds *If you are eligible for accommodation, please can you fill out the online availability form asap, so Jo can secure the best rate. You MUST keep your accommodation/food receipts.*

If competing only = no expenses paid

If not competing and helping for one day = Mileage expenses to and from the circuit in your personal vehicle and food/drink at the circuit. One nights' accommodation if required.

If not competing and helping for two days = Mileage expenses to and from the circuit in your personal vehicle, food/drink and two nights' accommodation (if accommodation is required).

If competing on one day and working for the club on the next = Accommodation for one night (if required) and food/drink paid on the day you are volunteering for the club, no mileage.

Full Day Working At A Race Meeting

If working all day, (to the end of the last race) at race meetings, we will also cover pre/post event expenses in recognition of the extra preparation costs, such as printing, resources and sustenance, to the value of £20 per day.

Deputy

Some CSCC series and championships have a non-voting deputy/driver representative. A deputy may be entitled to accommodation and make an expenses claim, if the voting co-ordinator is unable to attend. Please contact Jo in advance.