

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 BJH

Green Paper Number: 2.3

Subject: District Associations - Reclaiming Expenses

To: As listed below plus Region/DA PROs/Chairmen/Treasurers/Section Regional PROs

From: Director of Communications

Direct Line No.: 024 7685 6704

Problems are arising with regard to the reclaiming of expenses, by District Association, regional, section PROs and other volunteer helpers, for their participation in local shows, exhibitions and Dealer Days.

In some cases, District Association PROs are reclaiming expenses from their Region and Section PROs from their national treasurer, rather than submitting an expenses claim direct to the PRO Liaison Officer within the Marketing Department at Greenfields House. This is causing tracking and accounting problems.

If you participate in local shows, etc, you should fill in an *Expenses Claim Form* and submit it, with receipts where appropriate, direct to the PRO Liaison Officer at Club headquarters. This should be done as soon as possible after the end of the show and, in any event, within no more than three days. This will enable the claim to be processed quickly and for payment to be made normally within a week.

You should, however, submit your *Exhibition Report Form* to the Club's PRO Liaison Officer via your Region or Section National PRO, so that they are kept informed.

The full after-event procedure is detailed in the section headed *After the Exhibition* in the PRO Officer's Handbook

February 2004

To National Councillors

To Region Secretaries

To Section National Secretaries

To District Association Secretaries

