



GUIDELINES FOR THE REIMBURSEMENT OF OFFICIALS EXPENSES BY EVENT ORGANISERS

The following officials: Stewards, Safety Delegate and Scrutineers, who have been appointed by Motorsport Ireland, shall be reimbursed for their expenses by the event organisers.

When appropriate, overnight accommodation is to be provided by the event organisers with B+B the minimum requirement.

What can be claimed for:

Mileage:

Travel will be reimbursed at the rate of **€0.32 per Km** and will be calculated by reference to the AA route planner (<http://www.theaa.com/route-planner>).

Officials may only claim for mileage incurred at their own expense e.g. if a vehicle has been provided by the organisers for use by the official then this mileage may not be claimed for.

Stewards and Safety Delegate may claim for the distance from their home to the nearest town immediately at or beyond the event HQ and where appropriate, in the case of a Stage Rally or Navigation Trial, the total road mileage of the event as specified in the 'Roadbook' or 'Supplementary Regulations'.

Scrutineers may claim for the distance from their home to the nearest town immediately at or beyond the event HQ and where appropriate, mileage incurred in the course of their duties.

Meals.

Clubs are required to provide one meal per day (in addition to breakfast, where an overnight stay has occurred). If one meal per day has not already been provided by the club, **€25.00 for each day**, or part of day official is on duty, may be claimed.

Where the position is one of Safety Delegate the mileage for the initial inspection of the stages plus meals may also be claimed. Also, where a note taker is required, this person's meals may be claimed. On rally events, only the MI Safety Officer/MI Steward may have a note taker.

How to Claim.

Each official may apply for reimbursement of expenses by completing Form R1. This form has two parts, a 'Club Copy' and 'Official's Copy'.

The completed form must be given to the event Secretary before departure from the event.

The Secretary must sign in the 'Received by' box and retain the 'Club Copy'. The 'Official's Copy' is to be retained by the official.

The organising club must reimburse the official within 30 days of the date of the event.

If payment is not received within the specified time, the official concerned should inform the Motorsport Department.