



irish mountain running
ASSOCIATION

Financial Instructions for Race Directors/ Event Directors

This form should be read by everyone who is responsible for directing a race, or an event.

Policy

All race fees must be paid in advance of race either by preregistering online within the allowable timeframe for the event or by using a race voucher on the day where allowable. Strictly no cash to be taken on the day of race.

Costs

Any costs associated with the event should be claimed back from the Treasurer. If you wish the Treasurer to pay directly please supply them with a copy of an invoice and any necessary approvals from the Committee. The Treasurer will then send the funds electronically to the supplier or pay by credit card where this option may be available.

If they are costs you have incurred personally and would like to reclaim, please complete the Expense Claim Form. To ensure timely payment, all receipts should be attached to the claim form – no claim will be paid without appropriate receipts. Please return expense requests as soon after the event as possible so that the accounts can be reconciled in a timely manner. IMRA's financial year runs from 1st November to the 31st October each year so we would ask that all expenses for the current year are claimed within this timeframe.

Treasurer contact details

The current Treasurer contact details can be found under the 'Committee' section of the IMRA website (link at bottom of page). Payment requests should be sent to payments@imra.ie.



Expense Claim Sheet

Please complete this form as soon as possible after the race and return to the Treasure by email. Where unable to email please contact the Treasurer to arrange an alternative arrangement. Please ensure all receipts sent electronically are of a good quality and legible.

Name of Race/ Event: _____

Date of Event: _____

Race Director Name: _____

Address: _____

Contact telephone: _____

Items to claim:

<u>Description</u>	<u>Value €</u>	<u>Receipt enclosed*</u>
TOTAL		

** Receipts should be included with the form.*

Signed: _____ Date: _____

Please send completed form to payments@imra.ie