



APPENDIX 19 TO SEA CADET REGULATIONS (ASCR 19)

GUIDE TO CLAIMING VOLUNTEER ALLOWANCES, TRAVEL EXPENSES AND SEA CADET VICTUALLING ALLOWANCE (SCAVA)

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INTRODUCTION

Introduction

Sea Cadet allowances aim to:

Reward **effort** on the basis of task NOT rank.

Prioritise reward for those who **deliver** training.

Remunerate adults when required to act in a capacity appropriate to the rank/rate held.

Attract adult volunteer staff for Offshore, Courses and Camps.

The objective of this guide is to explain:

1. When it is planned the payment system will be transferred to Westminster.
2. What can now be claimed.
3. How to complete a revised T17A pre-approval form on Westminster.
4. How to complete a revised T17B (post-training) claim form on Westminster.
5. How to make expense claims (T17C claim forms) – non e-forms.
6. When training activity requires pre-approval and how to obtain approval.
7. How to follow up on unpaid allowances and expenses.
8. What further information the MSSC requires to make payments.

1 When it is planned to transfer the payment system to Westminster

The payment system is being moved to Westminster for training during 2010/11. The Westminster system is very similar in nature to the Excel based system that has been running for a number of years.

Excel based T17s will continue to be used for monies to be claimed where the Course of Event starts before 1st April 2010. The Westminster based T17 system will be used for Courses and Events commencing on or after 1st April 2010.

The advantages of using Westminster will be that payment will be linked to course or event information already entered into Westminster, current personnel records and ranks can be used (rather than the current system of updating T17s monthly) plus additional administrative benefits for the MSSC.

2 What can be claimed

Volunteer Allowance

2.1 SCC Approved Training Courses. All adult volunteer courses within the Sea Cadet Corps fall into 2 categories for VA purposes; these are **mandatory** career courses (by virtue that promotion and advancement will only occur on completion of these courses) and **voluntary** courses.

2.2 Mandatory Career Courses.

a. National Training. Adults attending mandatory career courses organised by national Sea Cadet Training Centres (SCTC) will be paid VA according to the Rank/Rate held. No course fees will be levied, and food and accommodation charges will be met by the MSSC. Those courses are as follows:

- Sea Cadet Instructors Qualifying Course
- Chief Petty Officers and Colour Sergeants Course
- Warrant Officers Selection Board
- National Officers Selection Board
- Junior Officers Staff Course
- King George IV Advance Course (Frimley Park)
- Chaplains' Staff Course
- Command Team Course
- Senior Command Course

b. Area/District Training. The Adult Induction Course and the Adult Core Modules are mandated Nationally but are delivered in Area. Rates of VA payable for such courses should be set by the Area Officer taking into account budgetary considerations and the guidance provided within this document. Areas may charge for food and accommodation but charges should relate to the true costs of organising the event.

2.3 Voluntary Courses.

a. Students.

(1) National. Adults attending voluntary courses organised by SCTCs will be paid half the student rate of VA. No course fees will be levied, and food and accommodation charges will be met by the MSSC.

(2) Area. Rates of VA payable for voluntary training carried out by areas and districts courses should be set by the Area Officer taking into account budgetary considerations and the guidance provided within this document. Areas may charge for food and accommodation but charges should relate to the true costs of organising the event.

b. Instructors. Instructors who are delivering training at Area/District training events will receive the standard Instructor rate of VA.

c. Advanced Instructors. When Advanced Instructors (including assessors, coaches and visiting speakers) are delivering training to other Adult Volunteers on Instructor qualifying courses or are supplementing SCTC staff at SCTCs for delivery of National Courses they will receive the standard VA rate for Advanced Instructors or the Rank/Rate which ever is the higher.

2.4 Types of Activity. In previous years different rates were promulgated for different types of activity: multi-activity training, camps, events etc. This is no longer the case and there will be a standard schedule of rates for all onshore training. Where a role is particularly arduous or where an individual is expected to work for long hours an event organiser may seek authority from the relevant budget hold to pay up to 1½ times the standard rate. For camps and similar events the VA payable will be related to the duties undertaken and not to rank or rate. Where staff are performing a combination of roles the level of VA payable must be agreed in advance by the appropriate budget holder

2.5 Offshore Staff. The demands on staff supporting offshore training are unique and separate rates (on the table at the Annex) indicates the specific rates of allowance available to adults participating in such activity.

2.6 Annual Limitation on Allowances. The normal number of days for which an Adult Volunteer can claim VA should not normally exceed 28 days. Budget holders may approve extensions to this where it is in the interests of the Corps. Where the number of days payable is likely to exceed 50 days prior agreement must be given in writing by the Director of Training (DoT) or Offshore Commander (OC). Consideration should be given in such cases to the negotiation of part-time contracts of employment. Advice on this may be sought from the HR Department.

2.7 Travel. All adult staff are entitled to claim travel expenses as agreed by Budget holders, irrespective of whether they are uniformed members.

2.8 General Information.

- a. For VA purposes chaplains are afforded allowances in accordance with the rank of Lt. Corps Chaplain, Staff Chaplain and Area Chaplains will receive the Lt Cdr rate.

- b. There may be exceptional circumstances when this policy does not meet the needs of a particular event or set of circumstances. Before digressing from the policy, budget holders must seek prior approval from the Director of Training.

3 How to Complete Form MSSC T17A – Pre-Training Application on Westminster

3.1 The T17A is the form for obtaining pre-training authorisation, and is administered through Westminster with effect from 1st April 2010. This means that ALL Courses and Events that you would wish to claim financial support for will need to be administered through Westminster also. Guidance as to the creation and administration of Courses and Events can be found in the Westminster Document Library, in the How To tab. Please note that T17s created and approved prior to the 1st April for 2010/11 do not necessarily need to be completed in Westminster though you may choose to do so.

The costs attached to an event are analysed based on the organising unit/ district/ area, the sponsor of the activity and the type of activity.

3.2 In order to complete a T17A a course or event needs to be created in Westminster.

3.3 The Course or Event Director will then continue by submitting an application for financial support (T17A) as described in the following paragraphs:

Required Westminster role: **Course Director** or **Event Director**

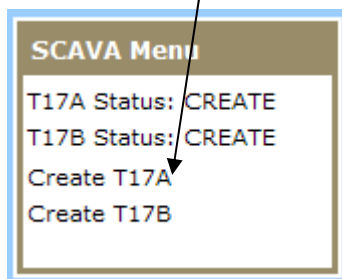
3.4 Log in to Westminster and click on the National / Area Courses or Events Module icon:



3.5 Generate a Course or Event, following the guidance already supplied in the following How To Guides: Course Director's Guide and Event Director's Guide. These are both available from the Westminster Document Library.

3A The Westminster T17A Process – Submitter Actions (Creating a T17A)

3.6 To start the process, open the appropriate Course or Event (already created) and click the Create T17A link in the menu side bar, as seen below. Once selected, a multi-step wizard is started with step 1 as shown below. Note that you can return to correct a previous step if necessary by pressing Previous.



3.7 Step 1 of the Wizard will display. At this point, we need to tell Westminster some details about the source of the funding. Complete the four mandatory (*) fields, shown below:

The screenshot shows the 'T17A Wizard: Step 1 (Enter Details of Planned Training Activity)' form. The fields are: Course Title (NW Area Camp), Course Location, Start Date (19-MAR-2010), End Date (26-MAR-2010), Total Days (8), Service Victualling (Yes), SCAVA Required (No), Activity Sponsor (dropdown), and Cost Centre (dropdown). Expected Adults and Cadets are also shown. Callouts explain: 'As Service victualling has been claimed, we cannot claim SCAVA', 'As this Camp is to be held at an Army Camp, personnel will be victualled from Service sources', and 'The Activity Sponsor is similar to the values previously used in the manual T17 process'.

Please note that SCAVA cannot also be claimed when victualling is provided at MSSC training centres (such as Weymouth).

3.8 With regard to the Cost Centre field, these values relate to HQ, Training Centres, Areas, Districts and Boating Stations. Although a Unit may 'host' a course (i.e. provide food and accommodation), the Cost Centre will always be that of the Course sponsor (District, Area etc).

A dropdown menu for the Cost Centre field showing a list of options: 1 - HQ MSSC, 2 - SCC Stores, 3 - National Courses Office, 4 - Offshore, 5 - SCTC Caledonia, 6 - SCTC Raleigh, 7 - SCTC Excellent, 8 - SCTC Weymouth, 11 - South West Area, 12 - Avon District, 13 - Cornwall District, 14 - Devon District, 15 - SW Area Boat Station, 15 - Mercia District, 16 - Severn District, 17 - Somerset & Dorset District, 18 - Wales West District, 19 - Wales South District, 20 - Warwickshire District, 21 - Alpha Company, 22 - SW Area Training Centre, 25 - Northern Area, 26 - Clyde North District, 27 - Clyde South District, 28 - Edinburgh District, 29 - Fife & Tayside District, 30 - Grampian District, 31 - Highland District, 32 - Northern Ireland.

3.9 In Courses, the number of Adults and Cadets expected to take part will be taken from the maximum numbers already entered during the course creation process. In the case of Events, expected Adults and Cadets are entered manually by the Event Director. The screen should look similar to below:

The screenshot shows the 'T17A Wizard: Step 1 (Enter Details of Planned Training Activity)' form with the following values: Course Title (NW Area Camp), Course Location, Start Date (19-MAR-2010), End Date (26-MAR-2010), Total Days (8), Service Victualling (Yes), SCAVA Required (No), Activity Sponsor (Area training), Cost Centre (46 - North West Area), Expected Adults (50), and Expected Cadets (150). Navigation buttons '< Previous' and 'Next >' are visible.

3.10 Click **Next >**. **Step 2:** Adult rank breakdown: Enter the number of adult staff expected to take part, and their roles. This will be an estimate at this stage, but the best information available should be used. The VA costs for these staff should be estimated at this stage using the rates identified above for the different events.

The table of available roles and rates will look similar to below:


T17A Wizard: Step 2 (Adult Rank Breakdown)

Cancel < Previous Next >

Course Title NW Area Camp
 Course Location
 Start Date 19-MAR-2010
 End Date 26-MAR-2010
 Total Days 8
 Service Victualling Yes
 SCAVA Requested No
 Activity Sponsor Area training
 Expected Adults 50
 Expected Cadets 150

Adult / Rank Breakdown					
Rank Role	Remarks	Pay Level	Daily Rate	Number Expected	VA Requested ▾
	Unpaid	Unknown	£0.00	<input type="text"/>	No <input type="checkbox"/>
	Administration and Support	Unknown	£26.00	<input type="text"/>	No <input type="checkbox"/>
	Student	Unknown	£26.00	<input type="text"/>	No <input type="checkbox"/>
	Instructor	Unknown	£36.00	<input type="text"/>	No <input type="checkbox"/>
	Supervisor / Night Supervisor	Unknown	£36.00	<input type="text"/>	No <input type="checkbox"/>
	Assessor - Advanced Instructor	Unknown	£41.00	<input type="text"/>	No <input type="checkbox"/>
	Command Team	Unknown	£41.00	<input type="text"/>	No <input type="checkbox"/>
	Officer in Charge	Unknown	£51.00	<input type="text"/>	No <input type="checkbox"/>
Chaplain			£44.00	<input type="text"/>	No <input type="checkbox"/>
Unit Assistant			£0.00	<input type="text"/>	No <input type="checkbox"/>
Trainee Instructor			£0.00	<input type="text"/>	No <input type="checkbox"/>
Civilian Instructor			£0.00	<input type="text"/>	No <input type="checkbox"/>
Probationary Civilian Instructor			£0.00	<input type="text"/>	No <input type="checkbox"/>
Probationary Sergeant (SCC)			£26.00	<input type="text"/>	No <input type="checkbox"/>

3.11 Taking account of the current MSSC Pay Policy (as referenced in this document), reductions in days VA may then be applied by the budget holder. In the event that further reductions are deemed necessary by the budget holder, in order to maintain costs within budget, the applicant will be advised.

3.12 If Volunteer Allowance (VA) is to be paid, select **Yes** in the drop down for the VA Requested column. If VA is to be paid for all attending adults, use the  icon to bulk-update the VA Requested column.

3.13 Click **Next >** to move to the next step.

3.14 **Step 3:** Travel expenses. We now need to specify any transport costs and expected RPD (Residence to Place of Duty) expenses which will be incurred by CFAVs and Cadets:

T17A Wizard: Step 3 (Travel Expenses) Cancel < Previous Next >

Course Title NW Area Camp
 Course Location
 Start Date 19-MAR-2010
 End Date 26-MAR-2010
 Total Days 8
 Service Victualling Yes
 SCAVA Requested No
 Activity Sponsor Area training
 Expected Adults 50
 Expected Cadets 150

Plane Tickets Add Row ↑

Leaving From	Going To	Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	X

Coach Tickets Add Row ↑

Leaving From	Going To	Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	X

Rail Tickets Add Row ↑

Leaving From	Going To	Adults	Cadets	Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X

White Fleet Add Row ↑

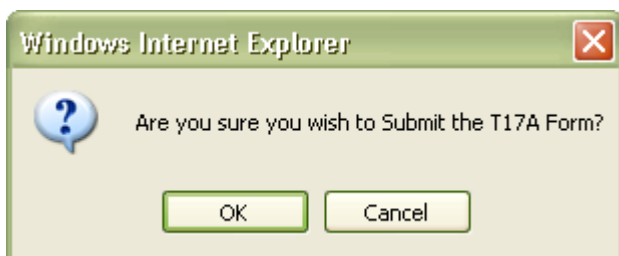
Description	Cost	
<input type="text"/>	<input type="text"/>	X

3.15 Enter the expected transport and travel costs in this screen.

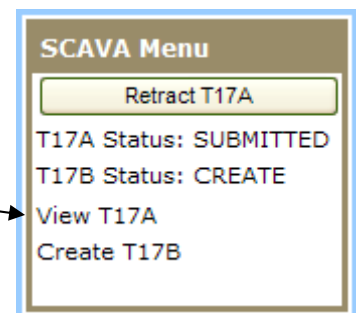
- a. Enter private vehicles estimated mileage (not shown above). The mileage rates are calculated automatically. Enter if a trailer is to be used, this will generate a higher mileage allowance.
- b. Enter additional passengers. Additional mileage allowance is paid for passengers, at two different rates. Westminster will automatically calculate this cost.
- c. Unit-owned minibuses mileage should be estimated. Westminster calculates the cost. Passenger allowance does not apply. Enter if a trailer is to be used.
- d. Enter details of the proposed accommodation and its cost. If it is an expedition, general details should be provided of where the activities will take place. The cost of the accommodation should be provided if this is not on a MOD site. The most economical accommodation should be obtained, though the wellbeing of the cadets can also be taken into consideration when reviewing accommodation costs.
- e. Air travel requests are to be accompanied with details of the departure and arrival airports and dates. Three plane tickets can be notified per form.
- f. Coach travel costs. Coach travel should always be considered as an alternative to rail travel as this is often cheaper and parents may be happier with the safety aspects of this mode of transport.

- g. SCAVA requirements should be included. SCAVA is not payable if adults and cadets are fed from service or MSSC sources. The total cost is calculated by Westminster from total days training, multiplied by total adults and cadets, multiplied by the current daily rate. SCAVA may be claimed for all adult staff, including CIs, and for all cadets/junior cadets victualled.
- h. Lex Defence hire costs are to be estimated by the person authorising the form, including all delivery costs. Driving licences will require to be sighted by the authorising officer (who will need these details when making a booking). It should be noted that different rules apply for driving a Unit Minibus to driving a Hired Minibus.

3.16 When all transport and travel estimates have been entered, click **Next >** to go to the next Step. If at this stage you are happy with the T17A, you can either save a draft version for submission later by clicking the **Save as Draft** button, or submit the T17A to your Budget Holder (Approver) by clicking **Save & Submit T17A**. You will be prompted by a pop-up to confirm that you wish to submit:

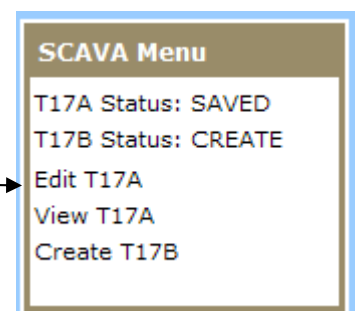


3.17 Following submission, the SCAVA Menu options (left side of the screen) will change to read as shown. You will also notice that **Create T17A** has changed to **View T17**:



3.18 At this point, you have the option to retract the submission by clicking the **Retract T17A** button.

3.19 If using the Retract option, the view will change again, thus, giving you the opportunity to edit the Form before re-submitting:



3.20 Once you have made the necessary amendments, click on the **Save & Submit T17A** button in order to re-submit the form.

3B The Westminster T17A Process - Approver Actions

3.21 The person approving the expenditure will normally be the Area Office Manager, or the budget holder as authorised by the Director of Training for other requests (e.g. Trafalgar Day). The budget holder or his/her delegated representative is to:

- a. Confirm that the event satisfies MoD funding rules, and forms part of the annual training plan.
- b. Check that the details are accurate and consistent with MSSC policy.
- c. Confirm that the proposed travel method represents best overall value for money (not necessarily the cheapest).
- d. Confirm that the proposal is affordable, and approve maximum spend totals.

3.22 As an Approver/Budget Holder, you will need to check your T17 Summary Report on a regular basis (although you will also receive messages in the Message Centre stating that a Form has been submitted. Go to the Reports Module icon on the front page and click on the down arrow, select the SCC T17 Summary option, as below:

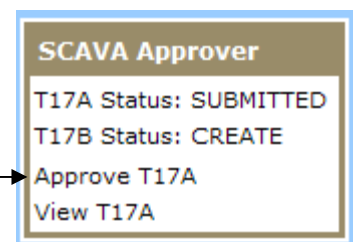


3.23 On selecting this option, you will be taken to the T17 Summary screen, which will look similar to below:



3.24 You will notice that the T17A Status at this stage is showing as SUBMITTED. To view the submitted claim, click on the underlined **Event Title**.

3.25 An additional menu will now appear – the SCAVA Approver menu, which is shown below:



3.26 At this point, click on the Approve T17A link in order to open the submitted form.

3.27 The submitted form will appear, similar to below:

T17A Administration (Approval)

Return Reject T17A Recalculate T17A >

Course Title NW Area Camp
 Course Location
 Start Date 19-MAR-2010
 End Date 26-MAR-2010
 Total Days 8
 Cost Centre
 Adults 50
 Cadets 150
 Created
 Last Updated
 Comments
 Approvers
 Comments

Training Cost	Amount
Estimated Cost	£304.20

Adult / Rank Breakdown

Rank / Role	Pay Level	Daily Rate	Number Expected	VA Requested	Total Days	Estimated Cost	Approved Days
Instructor	Unknown	£36.00	15	Yes	120	£4,320.00	60
Supervisor / Night Supervisor	Unknown	£36.00	15	Yes	120	£4,320.00	60
Assessor - Advanced Instructor	Unknown	£41.00	10	Yes	80	£3,280.00	40
Command Team	Unknown	£41.00	8	Yes	64	£2,624.00	32
Officer in Charge	Unknown	£51.00	1	Yes	8	£408.00	4
Administration and Support	Unknown	£26.00	4	Yes	32	£832.00	16
SUB-TOTAL			53		424	£15,784.00	

Plane Tickets

No Plane Tickets Requested

Coach Tickets

No Coach Tickets Requested

3.28 The data in the **Approved Days** column defaults to exactly half of the total days requested. The orange-coloured fields may be amended by the approver in order to reduce the cost off the VA spend.

3.29 The approver may now reject the submitted form, with an additional narrative as to why the form has been rejected. Use the Approvers Comments field for this, and then click **Reject T17A**.

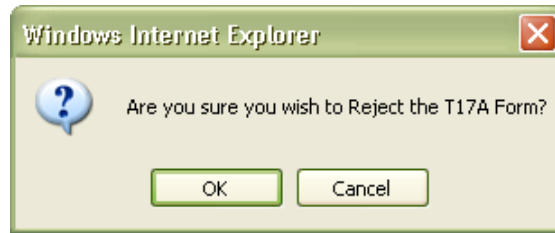
T17A Administration (Approval)

Return Reject T17A Recalculate T17A >

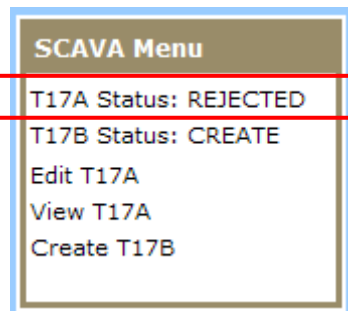
Course Title NW Area Camp
 Course Location
 Start Date 19-MAR-2010
 End Date 26-MAR-2010
 Total Days 8
 Cost Centre
 Adults 50
 Cadets 150
 Created
 Last Updated
 Comments
 Approvers
 Comments Please reduce your VA Spend. Your ratios are too high.
 Many thanks - FIBPO

Training Cost	Amount
Estimated Cost	£304.20

3.30 On clicking Reject, you will be prompted by a pop-up asking you to confirm the rejection:



3.31 The submitter will now receive a message in the Message Centre, and the SCAVA Menu in the actual course will change to:



3.32 At this point, the submitter may edit the T17 (as described in 3.19) and re-submit. Westminster will create a revised version of the form, to enable version control.

3.33 Once re-submitted, the approver may view the T17A to approve it by repeating steps 3.22-3.26.

3.34 When the submitted form is open for the approver to view and approve, click on the **Recalculate T17A >** button. The reduced costs will now show, similar to below:

T17A Administration (Approval)

Return < Previous Approve T17A

Course Title NW Area Camp
 Course Location
 Start Date 19-MAR-2010
 End Date 26-MAR-2010
 Total Days 8
 Comments

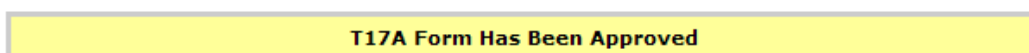
Training Cost	Amount
Estimated Cost	£304.20
Approved Cost	£5,280.20

Adult / Rank Breakdown

Rank / Role	Pay Level	Daily Rate	Number Expected	Requested Days	Approved Days	Total Days	VA Requested	Estimated Cost	Approved Cost
Administration and Support	Unknown	26.00	4	32	16	64	Yes	£832.00	£416.00
Officer in Charge	Unknown	51.00	1	8	4	4	Yes	£408.00	£204.00
Command Team	Unknown	41.00	4	32	16	64	Yes	£1,312.00	£656.00
Assessor - Advanced Instructor	Unknown	41.00	5	40	20	100	Yes	£1,640.00	£820.00
Supervisor / Night Supervisor	Unknown	36.00	10	80	40	400	Yes	£2,880.00	£1,440.00
Instructor	Unknown	36.00	10	80	40	400	Yes	£2,880.00	£1,440.00
SUB-TOTAL		231.00	34	272	136	1032		£9,952.00	£4,976.00

3.35 If you are satisfied that the costs are appropriate, click the **Approve T17A** button.

3.36 You will then be re-directed to the T17 Summary Report screen and the confirmation message will display:



3.37 The approved Course will now show in the report, similar to below:

This report only includes the latest versions of T17s.

Rows

- Action = 'Action Required'
- T17A Status = 'APPROVED'

1 - 3 of 3

Owning Unit	Event Title	Start Date	End Date	T17A Submitted	T17A Status	T17B Submitted	T17B Status
North West Area	NW Area Drill Course	08-Apr-2010	10-Apr-2010	12-Mar-2010	APPROVED		CREATE
North West Area	NW Area Event	19-Mar-2010	24-Mar-2010	12-Mar-2010	APPROVED		CREATE
North West Area	NW Area Camp	19-Mar-2010	26-Mar-2010	15-Mar-2010	APPROVED		CREATE

1 - 3 of 3

3.38 The submitter will now receive a message in the message centre indicating approval, and it will also show in the actual course details:

SCAVA Menu

T17A Status: APPROVED
 T17B Status: CREATE
 Edit T17A
 View T17A
 Create T17B

T17A Submitted 15-Mar-2010
T17A Authorised 15-Mar-2010
T17A Authorisation Code 46-100315-3
T17B Submitted -
T17B Authorised -
T17B Authorisation Code -

4 How to Complete Form MSSC T17B – Post-Training Application for Reimbursement of Volunteer Allowance and SCAVA

4.1 On completion of the authorised training, the individual organising the training is to complete Form T17B, which is similar to Form T17A but includes the personal details, days of training completed and category of training undertaken by individual adult staff.

4.2 Volunteer allowance is claimed on the T17B. In addition the submission of the T17B allows for payment of SCAVA and travel expenses, as detailed on supporting Form(s) T17C.

4.3 In Westminster the basic details completed on the course and events module and the form T17A are automatically copied across to the Form T17B. The additional information that must then be completed is:

- a. Training location with postcode – this is useful as the MSSC can then compile data on where also sponsored/ funded training occurs.
- b. Volunteer details, attendance and expenses (from T17C).
- c. VA will then be allocated in accordance with current MSSC policy. (In the event that budgetary constraint dictates that the full amount of VA due cannot be paid, individual staff will be notified by the Authorising Officer.)
- d. Enter the total expenses as supported by the Forms T17C submitted.
- e. Any adult staff not entitled to receive VA, but eligible for SCAVA, (i.e. CIs, TIs and UAs) should be included as a total figure. This figure will then be added to those for cadets and uniformed staff in order to generate the total SCAVA claim.
- f. For expenses to be paid to units, districts and areas. Section C of the form should be completed. The numbers of adults and cadets attending from each unit will then generate that unit's SCAVA claim.
- g. The travel and other expenses should be taken from T17Cs completed by the units or districts.

4.4 The **SCAVA** rate for victualling per day is £2.85 in 2010/11. This is not paid to individuals but to Units, Districts and to Area training and event funds. SCAVA is paid at 100% of days worked with no upper limit, but is subject to a minimum continuous period of at least 36 hours (i.e. one weekend), which will attract 2 days SCAVA. SCAVA is not paid for any period less than 36 hours, and discontinuous periods may not be aggregated. Where non-uniformed staff assist with events, SCAVA may be claimed for them at the standard rate.

4.5 It is very important that the information supplied on Form T17B is completed accurately as this form triggers the payment of VA and reimbursement of individual and unit expenses.

4.6 A random sample of events and forms will be investigated during the year by the MSSC and attendance records and further details will be used to ensure that events have taken place and numbers reported are accurate. Fraudulent claims will be treated very seriously.

4.7 The following are authorised to approve claims:

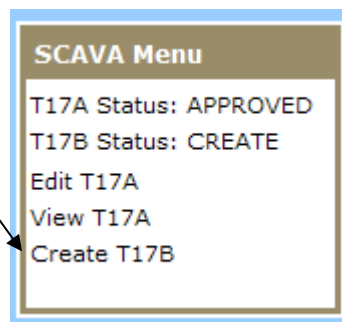
- a. For Unit, District and Area events and training – the Area Office Manager or FIBPO.
- b. For National events (e.g. Trafalgar Day) and training, the Offshore Commander, and ADNT

4.8 The person approving payment will:

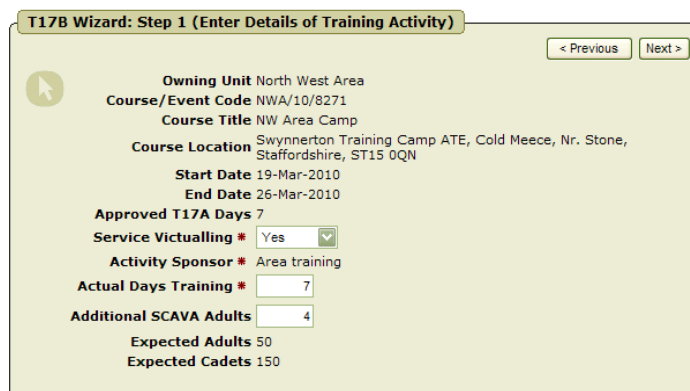
- a. Confirm that the details are accurate and consistent with the original proposal
- b. Confirm that receipts are provided where appropriate
- c. Confirm that the 50 days' pay per year rule has not been breached. If it has staff will be placed under a formal contract.
- d. Apply the current policy on how many days payment is made per day's activity.

4A The Westminster T17B Process – Submitter Actions

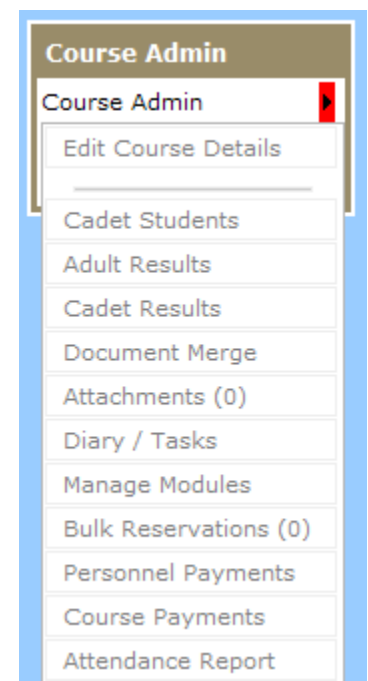
4.9 Begin the process by opening the Course or Event and choosing Create T17B from the SCAVA Menu:



4.10 The T17B creation wizard will display. At this point, Westminster will ask that you confirm that Service victualling was used in place of SCAVA, and also to confirm that the Actual Days Training is the same as was bid for. This is also the time to add any additional SCAVA adults not eligible for VA.



T17B Wizard: Step 1 (Enter Details of Training Activity)	
< Previous Next >	
Owing Unit	North West Area
Course/Event Code	NWA/10/8271
Course Title	NW Area Camp
Course Location	Swynnerton Training Camp ATE, Cold Meece, Nr. Stone, Staffordshire, ST15 0QN
Start Date	19-Mar-2010
End Date	26-Mar-2010
Approved T17A Days	7
Service Victualling *	Yes
Activity Sponsor *	Area training
Actual Days Training *	7
Additional SCAVA Adults	4
Expected Adults	50
Expected Cadets	150



4.11 As all of the course attendees have been recorded on Westminster, the system knows the Cadets and Adults who

- a. Corrected any statuses that were changed during the course (i.e. Non-Attender)
- b. Changed the status of any Adults who submitted T17C Claims to 'Yes'
- c. Logged course fees from Cadets and Adults using the Course Payments link from the Course Admin Menu:



4.12 The screen will also show an additional, orange-coloured approver field:

T17B Wizard: Step 1 (Enter Details of Training Activity)

< Previous Next >

Owning Unit North West Area
Course/Event Code NWA/10/8271
Course Title NW Area Camp
Course Location Swynnerton Training Camp ATE, Cold Meece, Nr. Stone, Staffordshire, ST15 0QN
Start Date 19-Mar-2010
End Date 26-Mar-2010
Approved T17A Days 7
Service Victualling * Yes
Activity Sponsor * Area training
Actual Days Training * 7
Additional SCAVA Adults 4
Expected Adults 50
Expected Cadets 150

Cadets Attended

No Cadets Attended	No Days Attended	Actual Cadet Days
1		0
SUB-TOTAL		0

Adults Attended

PIN	Rank	Surname	Initials	Unit	Days Attended	Paid Rank/Role	Travel & Misc Expenses
C7061733	Lt (SCC)	BELL	E Q	North West Area	0	Lieutenant (SCC) - SL1	

Version History

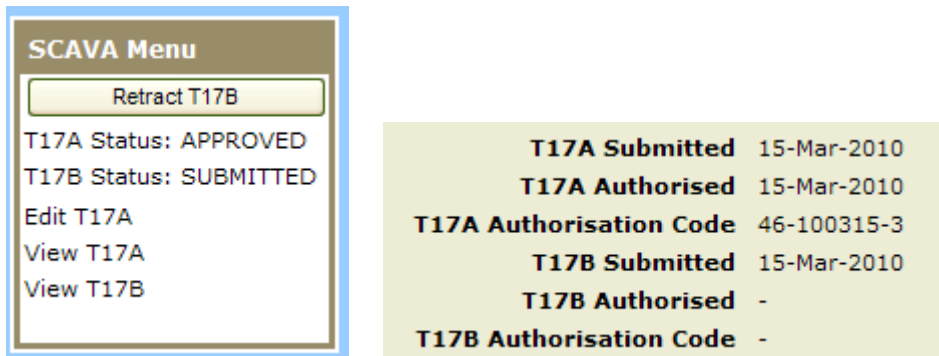
No Previous Version Exist.

4.13 This field allows for the T17C claim total to be added for each additional, eligible Adult. Add the additional expenses here and then click **Next >**.

4.14 Step 2 allows for the addition of any miscellaneous and travel expenses on behalf of the Owner Unit. Add these totals and then click **Next >**.

4.15 Step 3 provides a summary of the T17B. At this point, the submitter may save as a draft or simply Submit by clicking **Save & Submit**.

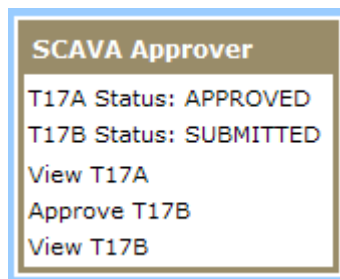
4.16 The submitter will now see that the T17B status has changed:

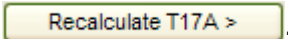


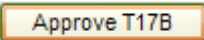
4.17 The submitter also has the option to retract the T17B at this point (see Point 3.18).

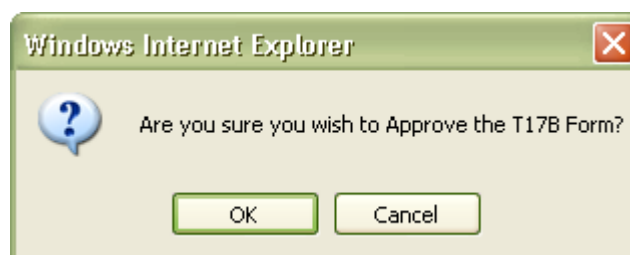
4B The Westminster T17B Process – Approver Actions

4.18 Similar to the T17A process, the approver screen will now show a changed SCAVA Approver menu:



4.19 The approver may now click on the Approve T17B option, which allows them to add any additional costs and confirm VA days payable. Click on .

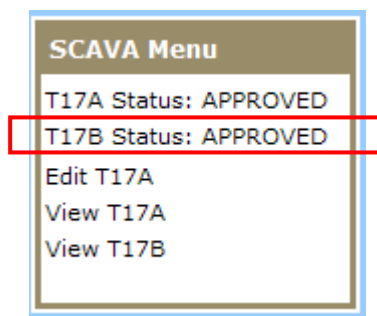
4.20 If you are satisfied with the form at this point, click on the  button. Westminster will prompt you with a pop-up to ensure that you wish to approve the T17B:



4.21 You will be re-directed to the T17 Summary Report screen and will be able to see the approval:

Owning Unit	Event Title	Start Date	End Date	T17A Submitted	T17A Status	T17B Submitted	T17B Status
North West Area	NW Area Drill Course	08-Apr-2010	10-Apr-2010	12-Mar-2010	APPROVED		CREATE
North West Area	NW Area Event	19-Mar-2010	24-Mar-2010	12-Mar-2010	APPROVED		CREATE
North West Area	NW Area Camp	19-Mar-2010	26-Mar-2010	15-Mar-2010	APPROVED	15-Mar-2010	APPROVED

4.22 As with the T17A approval process, the submitter will receive a message and the SCAVA Menu display will change accordingly:



5 How to Complete Form MSSC T17C – Post-Training Application for Reimbursement of Travel and/or Miscellaneous Expenses

5.1 Expense claims are made using the paper version of the Form T17C form, which requires hard-copy signature. Where practical, it is recommended that the organiser of the training activity collates all expense claims relating to that activity shortly before staff disperse, as this will then expedite the submission of Form T17B – which is required in order to trigger the payment of VA and unit/individual expenses. Copies of T17Cs must be maintained in MSSC offices but not necessarily at Headquarters.

5.2 Note that Form T17B will NOT be forwarded by the Authorising Officer (normally the Area Office Manager) to the MSSC for payment in the absence of the signed Form (or Forms) T17C that support ALL expenses claimed on the T17B. All signed Forms T17C must therefore be submitted to the Authorising Officer at the earliest possible opportunity. **All supporting receipts are always to be included.**

5.3 In the event that it is not possible to collate all necessary information before dispersal, expense claims must be made as soon as possible after completion of the event using the paper version of the Form T17C, which is then to be submitted to the course organiser so that the data may be added to the Form T17B. If for any reason this is not possible, as a last resort the course authorisation reference should be given to the staff member/ organisation for inclusion on their subsequent expense claim. **At the very latest, these claims should be submitted within 2 weeks of completion of the activity. Claims not submitted within the two weeks may not be paid, and will certainly be delayed.**

5.4 In the event that the total amounts claimed exceed those pre-authorised on Form T17A, the expense and VA request will be held pending clarification.

5.5 It is important to recognise that TEs are, like VA, subject to budgetary constraint. Travel is to be made by the most economical method, though the impact of the total travel time on Cadet welfare and safety may be taken into account. Use of Unit vehicles and private car sharing is encouraged wherever possible but, other than in exceptional

NB Mileage claims will not be processed where a train ticket has been issued for a journey and the recipient has not returned this to the MSSC for a refund.

5.6 Where coach and minibus hire is required, at least 2 quotes are to be obtained in advance **and** the approval of the budget holder (normally the Area Office Manager) is to be obtained before the hire is confirmed. Special discounted rates may be used on an ongoing basis as long as these are market tested at least every 6 months. TE claims must be backed by receipts where applicable.

5.7 The following mileage rates will apply in 2010/11

Private mileage rate	£0.27
1st additional passenger	£0.03
2nd and further passengers (to cars legal limit)	£0.02
Trailer allowance	£0.02
Minibus rate (all seats)	£0.37

These rates will be updated as appropriate. Use of private vehicles will not be approved where coaches are provided except in exceptional circumstances.

5.8 The following may be claimed for other means of transport:

- a. *Coach*. This should always be costed (2 quotes) when group rail travel is being considered as it is often cheaper. Full costs will be reimbursed.
- b. *Rail*. The Offshore office, Areas and Headquarters may authorise the purchase of rail tickets. Early notification of rail travel requirements is essential, as advance purchase on the internet (which may be undertaken on behalf of the organiser of the training activity by the Area Office Manager using an MSSC charge card) will often result in considerable savings in overall travel costs. For this reason national courses should be booked at least 3 weeks before the start date which will enable cheaper travel arrangements to be made.
- c. *Air*. This may be authorised by the budget holder if cheaper or significantly more convenient than other forms of travel. Air tickets for National training will be obtained by the National Courses Office, and air tickets for training authorised by Area may be obtained by the Area Office Manager. Early notification of air travel requirements is essential again, as advance purchase on the internet (which may be undertaken on behalf of the organiser of the training activity by the Area Office Manager using an MSSC charge card) will often result in considerable savings in overall costs. If necessary, individuals may purchase their own tickets, but **strictly** subject to prior approval by the budget holder. **Claims for refund of cost of unused tickets, or of tickets that were purchased without the budget manager's approval, will not be entertained** except in the most exceptional circumstances.

- d. *Self Drive*. This may be arranged privately or, where this is cheaper, through VT Land by Offshore, Headquarters and Areas. For private hire it is essential that insurance includes collision damage waiver. If using VT, the costs must be inclusive of delivery, all fuel and other extras. Delivery costs may be substantial if not hired to or from an MoD site. VT Land hire vehicles are invariably to be returned full of fuel at the end of the hire period. The cost of fuel used in hire vehicles may be reclaimed after the event; all such claims must be supported by receipts. Please note that VT Land insured vehicles insurance is only for **3rd party claims***, not for the vehicle in question if the fault is that of the driver. As such you should check the hire costs quoted by VT Land against commercial companies however being aware that commercial hire companies will charge VAT at the prevailing rate.

*Please note that where accidents occur in principle the unit, district or area will bear the cost of the loss where fault is not with the other party.

6 When training activity requires pre-approval and how to obtain approval

6.1 When **training requires pre-approval**. Pre-approval is required for all National, Unit, District and Area events. The primary reason for this is that budgets need to be managed and assessed as part of the overall training strategy for the SCC, but there is also a requirement for the organisers of training activities to provide assurance that the planned training falls within the criteria for funding from MoD sources. National and Offshore training courses and events are 'pre-approved' as these fall within the primary training strategy of the MSSC.

6.2 **How to obtain approval**. Applications for financial support (i.e. VA, TE, other expenses, and/or SCAVA) for planned training events are to be submitted on MSSC Form T17A (pre-training application), which is to be forwarded to the budget holder for authorisation at least 4 weeks before the event. The purpose of the T17A is to give the budget holder information as to:

- a. The nature and extent of the planned training.
- b. Assurance that the planned training meets the guidelines for MoD liability.
- c. The total estimated cost of the event.

7 How to follow up on unpaid allowances and expenses

Authorised T17B claims will be sent electronically by budget holders to Headquarters finance department, and will then be passed by HQ to the payroll agency for payment by BACS. Forms that have not been authorised and validated the last day of each month will be carried forward to the next payroll month.

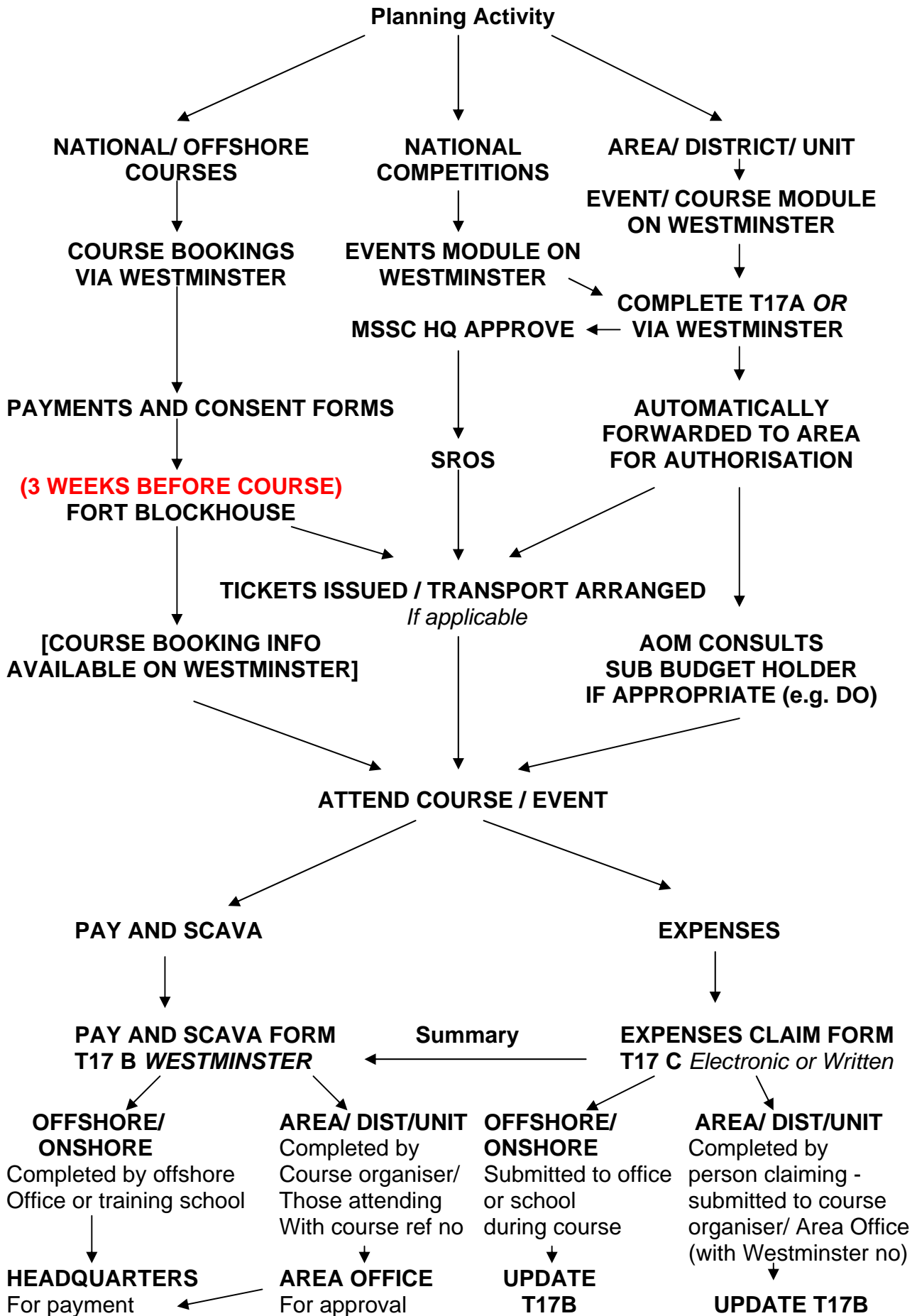
7.1 Payments will be accompanied by payslips, listing the authorisation/reference number of the course, date, number of days and organisation code. Unit, District and Area claims will be processed by the Area office. National claims will be processed at Headquarters. Volunteers who consider that allowances and/or expenses remain outstanding should contact the **Budget Manager** (i.e. Area Office Manager, for Unit, District and Area claims).

7.2 If the budget manager has sent this to Headquarters for payment the Finance Manager at Headquarters (Christina James) will deal with queries – her direct line number is 020 7654 7033 and email is cjames@ms-sc.org. Queries that cannot be dealt or further concerns volunteers may have should be directed to Piers Vimpany Director of Finance 020 7654 7032 email pvimpany@ms-sc.org

8 What further information the MSSC requires to make payments.

It is vital that MSSC HQ is kept informed of bank account details as soon as possible through the usual channels, using SCC P13/14 when individuals apply to join the Corps or P16 for subsequent amendments. Any delay could lead to volunteer allowance being paid to the wrong account. 2 weeks notice is required to register a change of bank account details. Bank account details will be verified on completion of the first form completed in the new format for each adult. Thereafter details will be maintained by the payroll agency and MSSCHQ.

PROCEDURES FLOWCHART



SCC Volunteer Allowance Rates – From 1 April 2010

Rank Rates		Daily Rate
Probationary Petty Officer	Probationary Sergeant	£14
Acting Petty Officer	Acting Sergeant	£14
Petty Officer	Sergeant	£26
Acting Chief Petty Officer	Acting Colour Sergeant	£35
Chief Petty Officer	Colour Sergeant	£35
Warrant Officer 2 (RNR)	Warrant Officer 2 (RMR)	£39
Warrant Officer 1 (RNR)	Warrant Officer 1 (RMR)	£41
Midshipman (RNR)	2 nd Lieutenant (RMR)	£26
Acting Sub Lieutenant (RNR)	Acting Lieutenant(RMR)	£33
Sub Lieutenant (RNR)	Lieutenant(RMR)	£33
Acting Lieutenant (RNR)	Acting Captain (RMR)	£44
Lieutenant (RNR)	Captain (RMR)	£44
Acting Lieutenant Commander (RNR)	Acting Major (RMR)	£51
Lieutenant Commander (RNR)	Major (RMR)	£51
Commander (RNR)	Lieutenant Colonel (RMR)	£75
Chaplain		£44
Senior Chaplain		£51

Role Related Rates		
Officer in Charge		£51
Command Team		£41
Advanced Instructors		£41
Instructor		£36
Student		£26
Night Supervisor		£36

Offshore		
Commanding Officer (Offshore)	Royalist, Jerwood and Petchey only	£88
Sailing Master/ First Lieutenant (Offshore)	Royalist, Jerwood and Petchey only	£70
Engineer (Offshore)	Royalist, Jerwood and Petchey only	£56
Bosun/Cook/Coxswain (Offshore)	Royalist, Jerwood and Petchey only	£53
Trainee Staff (Offshore)	Royalist, Jerwood and Petchey only	£35
Yacht Skipper (Offshore)		£60
Mate – Yachts (Offshore)		£46
Support Staff (Offshore)		£46