



Coaches Expenses Claim Policy

This policy applies to UKA licenced coaches affiliated to Tonbridge Athletic Club (TAC) and aims to cover the cost of travel to and from regular coaching sessions at Tonbridge School Centre.

It is generally assumed that coaches will claim the cost of a return journey from their home – however, if a coach travels direct from their place of work to attend a training session, then mileage can be claimed from work to TSC and then on to home.

If a regular training session is moved to a nearby venue (i.e. Vizards playing fields, Sevenoaks School) then mileage claims can be adjusted to accommodate this but please make sure you inform the treasurer of the change of venue.

If all the above have been adhered to coaches may claim:

- Car fuel at 30p/mile for single occupancy or 35p/mile where one or more additional coaches are travelling in the same vehicle.
- Rail or bus fares when accompanied by proof of booking/purchase.

Claims can be made as frequently as suits each individual claimant. To minimise admin for both coach and treasurer, claiming monthly is suggested. For those who live closer to the track and have smaller costs, claiming bi-monthly might be a better option.

The TAC financial year end is 30th September. It would be appreciated if September claim forms could be submitted in good time so they can be paid in the correct financial year, but claims made before 10th October will still be paid. Claims for preceding months must be made in the correct financial year and by 28th September latest; retrospective claims will not be accepted.

Requests for any other coaches' expenses claims should be addressed to both the TAC Chair and the Coaching Coordinator.

Travel expenses claims should be submitted to the Treasurer using the Coaches Expenses Claim Form, either in person, or to treasurer@tonbridgeac.org.uk.