



Travel Expenses Claim Policy

This policy applies to UKA licenced officials affiliated to Tonbridge Athletic Club (TAC), UKA licenced officials travelling to a fixture on behalf of TAC, and TAC Team Managers. UKA licenced coaches affiliated to TAC and travelling to a fixture, as detailed below, for the sole purpose of supporting TAC athletes (i.e. not competing) may also claim.

Claims may not be made for fixtures where an official/Team Manager is not acting on behalf of TAC i.e., KCAA, KSAA, ESAA (or other) organised events.

Where TAC is providing bus transport to an event, officials, Team Managers, and qualifying coaches will be offered a free seat. If an official/Team Manager/coach chooses to travel separately to the same event, they will not be reimbursed for their travel expenses unless agreed by the TAC Chair.

Where TAC is not providing transport, claims may be made for any fixture where TAC is expected to supply a team of officials, or a Team Manager would reasonably be expected to attend. These currently include KYAL, UK YDL (both age groups), NAL and the SCVAC League in the summer, and a wide range of cross country, road, and relay races in the winter. TAC coaches, attending solely in a coaching capacity, at any of the fixtures listed may also claim their travelling expenses. The fixture list may change to incorporate different events in the future.

Where overnight accommodation is booked by TAC before a fixture, officials, Team Managers, and qualifying coaches will be charged the same rate as applied to athletes attending the fixture.

If all the above have been adhered to, officials, Team Managers and qualifying coaches may claim:

- Car fuel at 30p/mile for single occupancy or 35p/mile where one or more additional officials are travelling in the same vehicle.
- Rail or bus fares when accompanied by proof of booking/purchase.
- Toll crossing fees/Congestion Charge/Similar where incurred.
- Car parking fees (where incurred) when accompanied by proof of purchase.

Requests for any other officials' expenses claims should be addressed to the TAC Chair.

At the discretion of the TAC coaching/official's coordinator, TAC members attending UKA coaching or officiating courses on behalf of TAC may claim the cost of their travel to and from their course.

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

Summer season claims should be submitted by 30th September latest.