

## **Cambridgeshire AA – Travel Expenses Policy**

Cambridgeshire AA recognises the increased costs to athletes selected to represent the County in Regional and National Competitions. Due to the increased distance of some representative competitions, it is proposed that the County will provide some assistance towards athlete's travelling expenses whilst they are representing the county.

The basis of a justifiable expenses claim will be when:

- an athlete attends a competition when selected by the County
- where the competition is over 75 miles from the athlete's home address • where the County has not provided alternative travel (e.g. coach transport).

An expense claim form should be completed and approved by your team manager. The form can then be submitted to the County Treasurer for payment (Roger Richardson .email: [rogerbrichardson@gmail.com](mailto:rogerbrichardson@gmail.com))

### **Accommodation**

Where an athlete is competing in one or more events that are scheduled over consecutive days, the County will contribute towards the cost of overnight accommodation up to £40 per night.

### **Mileage**

Approved mileage claims will be paid at 30p per mile on the total mileage round trip less the first 50 miles of the outbound trip and first 50 miles of the return trip (i.e. less 100 miles in all). Athletes would be expected to share private transport wherever possible.

### **Public Transport**

Where private transport or a lift-share is not possible, an athlete may claim for the cost of public transport. The claim may be for the full cost of second-class rail or standard bus fares, less the first £20 of the claim.

***N.B.***

***The terms and conditions of the travel policy will be reviewed annually in the light of the County's budget commitments.***

## **Cambridgeshire AA – Travel Expenses Claim Form**

Name of athlete:

Age Group:

Competition name and date:

### **Mileage Claim:-**

Total return trip..... Miles  
Less 100 Miles

Total miles claimed.....

@30p per mile

= £.....

### **Accommodation Claim:-**

Up to £40 per night.....

### **Public Transport Claim:-**

Full fare..... £.....  
Less £20

= £.....

**Total Claim .....£**

Claim to be paid by Cheque/Bank transfer?

Address .....  
.....  
.....  
.....

Bank account details:

Sort Code.....

Account Name.....

Account number.....

Signed by Athlete/Parent.....

Approved by Cambs AA Team Manager.....