Expenses Policy

Policy brief & purpose

Athletes

Our policy outlines how we'll reimburse athletes for expenses related to international / national events.

- The athlete must be of an ability where they are placed in top 10 ranked in the UK, based upon Power of 10 website.

- Funding will only be provided to athletes who have been with the club for longer than 1 year.

- If an athlete leaves the club within 6 months of funding being provided, they will require to re-pay the funds to the club.

- Funding for athletes will only be provided to events outside of Scotland.

- Selection for GB, Scotland, Scottish Schools or District will result in automatic approval.

Travel Expenses / Accommodation
The club will pay 50% of athlete travel costs to events meeting the above criteria. Travel costs will be based upon HMRC mileage rates (currently 22.5p per mile) or train/plane costs.

Minimising expenses

We want to avoid overspending or unnecessary costs and would expect athletes to be looking for the best possible price/ booking early where able. For avoidance of doubt, we will not reimburse upgraded travel. Accommodation costs will be refunded on a room only basis. No meals/other expenses will be refunded.

Non-reimbursable expenses

For younger athletes the club expenses policy will cover 50% of cost for 1 parent or guardian to travel with athlete. Expenses incurred by spouses / additional family members will not be refunded.

These expenses may be capped at such times that the club's available funds are at the working reserve level (currently £1,000 per annum).

Procedure

All claims should be submitted to the club secretary.

Coaches

Our policy outlines how we will reimburse coaches for expenses related to international / national events, where a coach is attending with an athlete from within their squad and with whom they coach.

- The coach will be reimbursed for attending the event with an athlete for travel to international/national events within Great Britain.

• For international events (eg British Championships or English Championships), we would expect the coach to attend where the athlete must be of an ability where they are placed in top 10 ranked in UK, based upon Power of 10 website.

Travel Expenses / Accommodation

The club will pay 100% of coach travel costs to events meeting the above criteria. Travel costs will be based upon HMRC mileage rates (currently 45p per mile) or train/plane costs.

Minimising expenses

We want to avoid overspending or unnecessary costs and would expect coaches to be looking for the best possible price/ booking early where able. For avoidance of doubt, we will not reimburse upgraded travel. Accommodation costs will be refunded on a room only basis. No meals/other expenses will be refunded.

These expenses may be capped at such times that the club's available funds are at the working reserve level (currently £1,000 per annum).

Procedure

All claims should be submitted to the club secretary for approval.