



TRAVEL & EXPENSES POLICY

CLUB POLICY DOCUMENT

PURPOSE

This Policy outlines the travel and expenses requirements for coaching and volunteer staff. The Policy does not cover travel for personal development activities (please refer to the University of Aberdeen's [Expenses and Benefits Policy](#) for CPD-related travel and expenses).

TRAVEL TO MEETS, CAMPS & EVENTS

1. A Competition Calendar detailing all meets, camps and events is approved by the Committee in September of each season, in line with approval of the season's budget.
2. Late additions to the Competition Calendar may be considered for approval, pending budgetary availability and a sufficient notice to make arrangements.
3. UoA coaching staff must notify the University and the UOAPS Club of all travel arrangements prior to departure.
4. UOA Coaching staff must consider the correct staffing resource and capacity to allocate to any given camp/competition/trip. Communication of staff allocation should be given to the UOAPS Committee in advance of the trip. The following ratios are a guide to consider:
 - Up to 8 athletes – 1 coach
 - 9 - 16 athletes – 2 coaches
 - 17 - 32 athletes – 3 coaches
 - 33 + athletes – 4 coaches
 - The allocation of a team manager/chaperone should also be considered in all cases to support coach delivery and athlete supervision on all trips, coaches should liaise with the UOPAS Team Manager in good time before the trip to allow for coordination of staffing resources.

EXPENSES

Subsistence

1. Where staff are required to travel to meets, camps and events, they are entitled to claim the cost of food and non-alcoholic drink, supported by fully itemised receipts, please note credit card summaries are not acceptable, to a maximum value of:
 - a. Breakfast - £10
 - b. Lunch - £15
 - c. Dinner - £25
2. The cost of breakfast can be claimed only if it is not included in the cost of overnight accommodation when staying away from home on UoAPS business, or if travel arrangements require the claimant to leave their home prior to 6am and they do not usually leave their home prior to this time.

Please claim all subsistence receipts using the UOAPS Club expense app with clear details as to the nature of the spend.

Accommodation

1. Where staff are required to travel to meets, camps and events, they should obtain accommodation at a reasonable cost and quality.
2. Accommodation is normally booked via the UoAPS Club, and selected based on affordability, number of travellers, and convenience of location.
3. The following pricing guideline should be applied to accommodation costs when booking:
 - a. UK hotels (excluding London) – up to £120 per night*
 - b. Overseas – up to £170 per night*



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- c. London hotels – up to £200 per night*

* When more than one coach or volunteer is travelling and sharing accommodation the above pricing guideline can be upped accordingly with prior approval from UoAPS committee.

Travel

1. All travel must be preauthorised by the UoAPS Committee. All travel must be booked in advance, taking advantage of reduced rates. The following methods of transportation are available:
 - a. Tourist or economy rail fares (booked via the UoAPS Club)
 - b. Economy or tourist class air fares (booked via the UoAPS Club)
 - c. Taxis, when not used for excessive lengths (not local) or where reasonable methods of public transport is available, e.g. underground (cost claimed upon proof of receipt)
 - d. Use of private car, only where alternative methods of transportation have been considered and a suitable, cheaper alternative is not available
 - i. Milage rate, up to 10,000 miles – 45p (claimed upon proof of receipt)
 - ii. Mileage rate, over 10,000 miles – 25p (claimed upon proof of receipt)