



Date: 20th March 2019
Subject: Expenses policy 2019
Document owner WAC Treasurer

Background:

The previous policy was approved by the WAC committee on 12 July 2018 with the agreement that it be reviewed in the first quarter of 2019.

The review took account of the level of expenses claimed, as well as comments received from those either able or unable to claim. The key changes proposed therefore are:

- A broadening of applicability to include anyone travelling on WAC business irrespective of whether they are accompanying a family member provided that they are travelling:
 1. to undertake jumps or throws coaching at indoor facilities
 2. junior team management
 3. officiating duties
- A reduction from 45p per mile to 25p per mile – which is in line with the higher end offered by other athletic clubs and not-for-profit organisations.

Agreed policy:

Walton Athletic Club will reimburse Club coaches, officials and official representatives for the following expenses on approval by the Club Treasurer.

MILEAGE

Mileage costs (at 25p per mile) incurred for journeys in connection with official activities on behalf of Walton Athletic Club.

This includes: -

1. attendance at meetings (e.g. with the Council, England Athletics etc)
2. attendance at approved courses
3. officiating
4. junior team management duties at 'away' events
5. coaching jump or throw athletes at indoor facilities
6. coach attendance at junior county or junior national track and cross-country competitions.

It excludes anyone who is competing at an event.

Agreed policy:

Journeys to be calculated between Xcel Sports hub and the venue - based on google maps mileage.

HOTELS

With the **prior approval** of the Club Treasurer, a subsidy of up to £50 towards hotel costs (per night) will be reimbursed to Coaches where overnight accommodation is required at competitions such as the Junior National Championships. Receipts will be required for hotel expenses claims.

COACHING COURSES/CONFERENCES

With the **prior approval** of the Club Treasurer, and as part of the club's overall coaching plan to promote athletics in Elmbridge, the club will reimburse for travel and attendance at courses to further personal development. **Note:** those attending courses will be expected to use the skills attained for the benefit of the club, and the club may act to reclaim the monies if the obligation is not fulfilled.

Courses include, but are not limited to, England Athletics coaching courses, attendance at recognised external coaching conferences, First Aid courses, Safeguarding & Protecting Children in Sport and Active Surrey Courses.

Approval

The WAC Committee reviewed and approved the above policy to be effective and published as a policy on the WAC website from April 2019. Claims must be made using [the current claims form](#).