



County of Surrey Archery Association

Travel Policy

The County will approve and reimburse travel incurred on the following basis:

1. County Teams

Home Matches	Away Matches
£10.00	£20.00

Where archers' car share and carry one or more of competing archers they will be entitled to an additional 50% of the above rate, providing the journey is completed each way.

2. Coaches, Coach Training and AGB Training Sessions

Where coaches are required to travel to approved training events or, coaching on behalf of the County. The County will reimburse the cost of travel at 50% of the current HMRC mileage allowance currently in force.

Details of the training / event should be notified to the committee and approved in advance.

Requests, together with details of the mileage incurred, to be submitted to the County Treasurer to obtain reimbursement.

Where coaches' car share and carry one or more other coaches to the training event they will be entitled to an additional 50% of the above rate, providing the journey is completed each way.

Travel expenses in connection with the Surrey Development Group may be claimed as per the above rates.

3. Travel & Overnight Stay

Where the attendance at a meeting, County Match, or similar involves an overnight stay the County will consider suitable reimbursement. Rates to be agreed by the Committee on a case by case basis at the time that the event is approved.

4. Other Travel

The County Committee may approve travel on County Business, either by standard class rail fare or by car at the full HMRC mileage allowance currently in force. Travel must be approved prior to the date of travel and details of mileage incurred and / or receipts must be submitted to the County Treasurer to obtain reimbursement.

Requests for assistance with travel for attending International Representation should be made via the Financial Donations & Grants Policy.