



County of Surrey Archery Association

Archers Travel Policy

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

1. County Teams

Home Matches	Away Matches
£15.00	£30.00

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

Expenses are payable for team members and the team manager.

2. Travel & Overnight Stay

Where the attendance at a County Match, or similar event, 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. The maximum amount payable is £100.00 per archer for overall costs.

3. Other County Business Travel

The County Committee may approve travel for Surrey Archery business. Reimbursement will be provided either at the full HMRC mileage rate or for standard-class rail fare. All travel must be approved prior to the journey.

4. Claims

All Claims, including mileage details and/or receipts must be submitted to the County Treasurer for reimbursement.