



County of Surrey Archery Association

Coaches Travel Policy

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

1. Coaching

Within Surrey	Outside of Surrey
£15.00	£30.00

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

2. Coach Training and Events

Surrey Archery will reimburse travel to approved training events or coaching activities at 50% of the current HMRC mileage rate. All events must be approved in advance by the Committee.

Where coaches car-share and transport one or more additional coaches, they may claim an additional 50% of the above rate, provided the full return journey is completed.

3. Surrey Development Coaching

Travel related to Surrey Development Group activities may be claimed at the same rates as other Coach Training and Events

4. 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

5. Claims

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