



**Policy on the reimbursement of travel expenses
Version 1.5**

September 2020

Introduction

This document sets out the intentions of the Oxfordshire Athletics Association (Oxon AA) towards the reimbursement of expenses for eligible persons representing or acting on the association's behalf. These rules are to compensate for limited out of pocket expenses.

The Oxon AA does not make any report on expenses to HMRC. All payments are inclusive of VAT and any other taxes.

The association has agreed this policy in order to ensure that all have this information available to enable them to make an expense claim if the activity that they have been undertaking is eligible.

- This policy applies to
 - Officials
 - Photo Finish Support team
 - Team managers for nominated County teams
 - Athletes, when representing the county

- What activities are eligible
 - Representing Oxon AA in competitions/events nominated by Oxon AA.
 - Officiating at Oxon AA supported events, where the event does not pay
 - Providing Photo Finish Services on behalf of the Oxon AA (& Bucks AA)
 - Attending agreed Athletics events on behalf of Oxon AA where expenses are not met by the organizing body.

It is for the claimant to decide if they wish to make a claim or not.
Eligible claims should be made promptly on the Oxon AA designated forms (available on the Oxon AA website) to the Treasurer at

treasurer@oxfordshireathletics.org.uk

Attendance at training courses and the reimbursement Admin expenses for the Oxon AA meetings/activities is outside the scope of this policy.



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Expectations & Policy Compliance

The Oxon AA has limited resources and, when practical, car sharing and claiming the shortest distance is expected, both to reduce costs and to encourage sustainable travel.

Claims may be referred to the event lead(s) to validate accuracy. The event lead is expected to provide the Treasurer in advance with a list of attendees to assist the validation process.

Any variation to these rules needs approval of the Chair and the Executive in advance of any commitment or expectation being given. If, for example, a team manager wanted to rent a minibus to attend an event, they would need to cost compare it and seek approval well before the event

Claims should be made promptly with appropriate supporting information as needed (VAT receipts are not needed), but regular claimants can make bi-monthly or quarterly claims. As the financial year is to 30th September, claims prior to that date should be submitted before the 5th October.

Fraud, Bribery & Corruption

As a voluntary sporting body we expect all parties to act with honesty and integrity. We do not distinguish between the use of vehicles types, so they may be petrol, diesel, gas or electric, but cycles are not covered by this policy.

When representing the County you are encouraged to car share, additional passengers attract an additional payment per mile. Non representative driver/passengers do not attract this additional payment. The driver of the vehicle needs to ensure that its insurance covers the use. If claimants don't comply with policy, we can delay reimbursement or reject claims.

Any situation that comes up which is not covered by this policy will be considered by the Chair and Treasurer.



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Types of Expenses—What's Allowable

| Event | Officials | Team managers | Senior Athletes | Junior Athletes | Photo Finish Support | |
|-------------------------------|-----------|---------------|-----------------|-----------------|----------------------|--|
| Oxon AA representative events | √ | √ | √ | √ | √ | |
| ? | | | | | | |

What can be claimed

| expenses | Single Attendee in Vehicle | Additional Representatives in the vehicle | Photo Finish Support team and equipment for event |
|-------------------|--|--|---|
| Mileage | to and from venue on most direct route | to and from venue on most direct route once the passengers have been collected | to and from venue on most direct route |
| Rate paid | 25p pm | + 5 p pm (PP) | 40p pm |
| Parking | Actual cost if charged | | Actual cost if charged |
| program | Actual cost if charged | | Actual cost if charged |
| Train/coach fares | To be agreed prior to the event | | |

The intention of the expenses rate is to reimburse the costs of fuel and contribute toward the general costs of owning a vehicle, the rates paid are below the HMRC values above which they become taxable.

Other costs

Oxon AA do not refund the costs of food and drink, overnight accommodation, fines or lost or damaged possessions.

Oxon AA will provide, from time to time, a

- County vest to representative runners
- County Polo Shirt to Officials