

WEST PARK UNITED

CLUB TRAVEL SUBSISTENCE POLICY AS AMENDED BY MANAGEMENT COMMITTEE 6 DECEMBER 2015



1. Purpose

- 1.1 This policy sets out the specific parameters and objectives that the Club will take regarding reimbursing teams drawn away from home in regional and national cup competitions.

2. Scope

- 2.1 The policy applies to all 11-a-side teams registered with the Club.

3. Policy

- 3.1 The Club recognises that teams competing in regional and national cup competitions may incur costs when drawn away from home. To assist in reducing some of these costs, the Club will re-imburse teams drawn away from home in these competitions, providing the following criterion are met :

- a. The Club Treasurer must be notified prior to booking any transportation or travel arrangements being made.
- b. The agreed reimbursement of expenses incurred will only be paid on the production of invoice or receipt for the agreed travel arrangements. Payment cannot be made for the provision of food for away trips.
- c. The following calculations will apply in the amount being applicable to claim for travel and will be based on the shortest permissible route, starting from Huntershill Community Sports Hub :

Ties played up to 30 miles from home venue - No contribution

Ties played 31 miles to 75 miles from home venue - £100 contribution per trip

Ties played over 76 miles to 150 miles from home venue - £200 contribution per trip

Ties played over 151 miles from home venue - by arrangement

President

Secretary / Treasurer

Vice President

Community Officer

Community Officer

Community Officer