



Bicester & District Gymnastics Club

# BDGC 019 – Travel & Expense Policy

**Document Owner:** Chairman  
**Document Approver:** Committee

## Contents

|   |   |
|---|---|
| 1. Purpose .....                                | 3 |
| 2. Scope .....                                  | 3 |
| 3. Expense Approval .....                       | 3 |
| 4. Mileage Reimbursement .....                  | 3 |
| 5. Overnight Accommodation .....                | 3 |
| 6. Meal Allowance .....                         | 4 |
| 7. Claim Process .....                          | 4 |
| 8. Compliance and Disciplinary Procedures ..... | 4 |
| 9. Monitoring Compliance .....                  | 4 |
| 10. Review .....                                | 4 |
| 11. Amendment and Termination .....             | 4 |
| Document Controls .....                         | 5 |
| History .....                                   | 5 |

# 1. Purpose

This policy outlines the process for claiming travel and expenses at Bicester & District Gymnastics Club (BDGC). All expenses must be pre-approved before reimbursement. This ensures fair and consistent management of club funds while supporting our coaches and admin team in their roles.

# 2. Scope

This policy applies to all BDGC coaches, volunteers, and admin staff who incur travel expenses when attending competitions or other club-approved events.

When multiple information procedures or policies are applicable to the same information, the stricter of the requirement must be enforced unless otherwise instructed by the Chairperson.

# 3. Expense Approval

- All expenses must be approved in advance before being claimed.
- Coaching Staff: The Head Coach will approve travel and expenses in line with this policy.
- Volunteers, **Head coach** & Admin Staff: The Chairman will approve expenses in line with this policy.
- Expense claims submitted without prior approval may not be reimbursed.

# 4. Mileage Reimbursement

- Coaches will be reimbursed for mileage when travelling to and from a competition.
- Mileage will be paid at the club's approved rate 45p per mile.
- Claims must include details of the journey (e.g., date, event, location, and miles travelled).

Mileage rates are aligned with HMRC approved rates - [Travel – mileage and fuel rates and allowances - GOV.UK](https://www.gov.uk/guidance/travel-mileage-and-fuel-rates-and-allowances)

# 5. Overnight Accommodation

- If a competition requires an early start and is over 70 miles away, coaches attending with gymnasts are eligible for an overnight stay.
- The Head Coach must approve hotel stays in advance.
- Accommodation should be booked in a cost-effective manner, and receipts must be provided for reimbursement.

## 6. Meal Allowance

- Coaches and approved staff may claim meals when travelling for club-related events.
- The maximum meal allowance is:
  - Breakfast: £10
  - Lunch: £10
  - Dinner: £15
  - No alcohol will be reimbursed.
- Receipts must be provided for meal reimbursement.

## 7. Claim Process

- Expense claims must be submitted with receipts and relevant documentation.
- Claims should be sent to the Head Coach (for coaches) or the Chairman (for volunteers/admin staff) for approval before reimbursement is processed.
- Payments will be made within a reasonable timeframe after approval.

## 8. Compliance and Disciplinary Procedures

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases this could include summary dismissal under our disciplinary procedure. Any breach of this policy must be handled in accordance with all other relevant company policies within BDGC.

## 9. Monitoring Compliance

The adoption of this policy is subject to monitoring and auditing. The outcomes from these reviews will inform and improve practices as part of BDGC's commitment to continual improvement.

## 10. Review

This Policy will be reviewed at least annually.

## 11. Amendment and Termination

This Policy can be amended, replaced, or terminated at any time at the sole discretion of BDGC. If you have any questions about whether you are reviewing the latest Policy, please confirm with the Owner of this document identified below.

## Document Controls

| Category                           | Description |
|------------------------------------|-------------|
| Document Owner                     | Chairman    |
| Status (Draft, Published, Retired) | Published   |

## History

| Revision # | Change Description  | Author Initials | Date       |
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