



## WCAC Travel & Subsistence Policy - Officials and Coaches

### Officials

#### **Principles**

Officials can claim for costs incurred when attending agreed training/ education courses or when officiating at non-West Cheshire AC events specifically as a representative of WCAC (and costs are not being covered by event organisers).

#### **What is claimable?**

Officials can claim for travel costs incurred, at the courses/events referred to above, (actual where bus/train<sup>1</sup> and a mileage rate when driving).

Where refreshments are not provided, expenses will be paid for food and drink (actual costs up to the ceiling).

To encourage car sharing a passenger rate will be claimable.

The policy does not provide for overnight accommodation costs as standard, but requests will be considered on a case-by-case basis<sup>2</sup>.

#### **Claimable Rates**

##### *Driving*

In line with HMRC limits (so avoiding generating a tax liability for individuals) claimable rates are:

- a. 45p per mile (up to 10,000 then 25p); and
- b. Passenger rate – 5p per passenger per mile.

##### *Subsistence<sup>3</sup>*

Costs up to a max of £5 are claimable where the duration of the time away from your home is 5 – 10 hours.

Costs up to a maximum of £10 are claimable where the duration of the time away from your home exceeds 10 hours.

#### **How to claim**

Please email the club treasurer at [treasurerwestcheshireac@gmail.com](mailto:treasurerwestcheshireac@gmail.com)

Note: We recommend you confirm eligibility in advance

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<sup>1</sup> A receipt must be provided. Please speak to the club if you feel you will need a taxi

<sup>2</sup> Please contact the club treasurer if you would like to discuss this option

<sup>3</sup> A receipt will be required to support claims. Expenses cannot be refunded without a receipt



## Coaches

### Principles

Coaches can claim for costs incurred when attending agreed training courses (and costs are not being covered by event organisers).

### What is claimable?

Officials can claim for travel costs incurred (actual where bus/train<sup>4</sup> and a mileage rate when driving).

Where refreshments are not provided, expenses will be paid for food and drink (actual costs up to the ceiling).

To encourage car sharing a passenger rate will be claimable.

The policy does not provide for overnight accommodation costs as standard, but requests will be considered on a case-by-case basis<sup>5</sup>.

### Claimable Rates

#### *Driving*

In line with HMRC limits (so avoiding generating a tax liability for individuals) claimable rates are:

- a. 45p per mile (up to 10,000 then 25p); and
- b. Passenger rate – 5p per passenger per mile.

#### *Subsistence<sup>6</sup>*

Costs up to a max of £5 are claimable where the duration of the time away from your home is 5 – 10 hours.

Costs up to a maximum of £10 are claimable where the duration of the time away from your home exceeds 10 hours.

### How to claim

Please email the club treasurer at [treasurerwestcheshireac@gmail.com](mailto:treasurerwestcheshireac@gmail.com)

Note: We recommend you confirm eligibility in advance

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<sup>4</sup> A receipt must be provided. Please speak to the club if you feel you will need a taxi

<sup>5</sup> Please contact the club treasurer if you would like to discuss this option

<sup>6</sup> A receipt will be required to support claims. Expenses cannot be refunded without a receipt