



ROYAL ST GEORGE YACHT CLUB

## **Sailing Coach Travel & Expenses Policy**

**May 2022**

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## **1. Introduction**

This document sets out the RSGYC (“Club”) policy on Coach travel and related expenses.

This policy document is designed to ensure that Sailing Coaches (“Coaches”) comply with these regulations and to provide guidance to same.

## **2. Scope**

The policy applies to domestic and foreign travel by permanent and contracted Coaches.

## **3. Policy**

### **3.1 Broad Principles**

Principles of the Club’s travel and expenses policy include the following:

3.1.1 Actual and reasonable travel and related expenses incurred by Coaches in the conduct of Club business at sailing events will be reimbursed. Expenses are not intended to be a source of emolument or profit.

3.1.2 Travel and related expenses of persons who have no direct connection with the Club and have no role in the official business being conducted will not be reimbursed. Thus, for example, reimbursement of expenses for a spouse or family member is not permitted.

3.1.3 Travel should be undertaken only when necessary. Journeys should be co-ordinated with other activities and, wherever practicable, Coaches should travel together.

3.1.4 All official travel should be by the shortest practicable routes and most economical means.

3.1.5 Coaches are expected to exercise good judgment and financial common sense when incurring business expenses. All expenses should be incurred in the most economical way to ensure best use of Club money.

### **3.2 Prior Approval of Travel and Subsistence**

3.2.1 In advance of any travel, subsistence or expense, the written approval of the Club Sailing Manager must be sought. In the absence of this approval the expense may not be reimbursed.

### **3.3 Travel and Subsistence Claim**

3.3.1 A claimant should submit a travel claim upon returning from travel. The following details should be entered:

- Name
- Address
- PPS Number
- Basic trip details
- Date of travel
- Starting location and destination
- Purpose of trip
- Mode of conveyance
- Other trip details (travel cost) should be entered by the claimant

### **3.4 Receipts**

2.4.1 Any relevant receipts should also be attached to the claim form. Any lost or missing receipts are an exception to policy and must be fully explained when the claim is made. Coaches may retain copies of receipts for their own records.

#### **3.4.1 Approval and Payment**

3.4.2 A physical claim forms should be approved by the Club Sailing Manager and then forwarded to Finance for processing and payment.

3.4.3 Responsibility for ensuring bills are accurate and expenses meet the policy requirements (as outlined here) rests with the Coach incurring the expense.

3.4.4 The approving person is responsible for determining the legitimacy and accuracy of the expense claim.

3.4.5 Self-approval of expenses is not allowed.

3.4.6 The Club requires claim forms to be submitted within one month of the date of travel. The Club reserves the right not to pay any claim that is submitted late. All claims should be submitted to the Club Sailing Manager within a month of the trip/expenditure.

3.4.7 Club Finance Department will endeavor to pay travel claims within two weeks of receipt where there are no queries.

3.4.8 Claims are paid by electronic transfer direct to the claimant's bank account.

### **3.5 Subsistence**

3.5.1 For domestic trips, accommodation allowances are payable by the Club, not food or beverage costs.

3.5.2 Coaches are encouraged to stay with families at events or when visiting from abroad. Subsistence allowances may not be claimed where a Coach is hosted (costs are paid by another person/organisation).

3.5.3 Where Coaches require accommodation, the Club will contribute 75EUR per night towards said accommodation. Anything over and above this cost should be paid for by the Coach.

### **3.6 Travel by Car**

3.6.1 Fuel for a Coach who uses his/her own car while travelling to domestic events will be reimbursed by the Club.

3.6.2 All travel should be by the shortest practicable routes.

3.6.3 Where more than one Coach is travelling to the same event, arrangements should be made to avoid unnecessary duplication of the use of the Coaches own cars.

3.6.4 Parking and toll charges will be reimbursed by the Club.

3.6.5 Speeding and parking fines will not be reimbursed by the Club.

3.6.6 Rental vehicle costs will not be reimbursed by the Club.

### **3.7 Travel by Air/Ferry/Bus**

3.7.1 For visiting Coaches from abroad, the Club will reimburse the cost of airline/ferry/bus tickets.

3.7.2 Where feasible, the visiting Coach should travel with the lowest cost airline/ferry/bus.

3.6.6 Visiting Coaches are encouraged to travel by bus to/from the airport or ferry terminal to the Club and/or their accommodation. Where visiting coaches are unable to travel by bus, they should travel by taxi, but only in exceptional circumstances e.g., arriving/leaving late at night/early in the morning.

#### **4. Other matters**

4.1.1 Where more than one Coach is travelling to the same event or location, arrangements must be made to share transport in order to keep Club costs to a minimum. Details of other Coaches travelling with the claimant must be included on the face of the claim form.

4.1.2 Coaches undertaking travel on behalf of the Club are encouraged to consult with the Club Sailing Manager in advance of travelling if they have any queries about procedures for travel claims. This will avoid queries and payment delays arising when seeking re-imbusement for travel claims.

4.1.3 Approval in writing must be obtained in advance from the Club Sailing Manager.

4.1.4 'Travel days' where the Coach is not carrying out their actual coaching duties are not reimbursed by the Club.

#### **5. Exceptions to policy**

5.1 Expenses which are exceptions to the policy set out in this document can only be authorized by the Club Sailing Manager.