

Kingston upon Hull Athletic Club

Mileage Expenses Claim Policy

Introduction

Kingston upon Hull Athletic Club (“the Club”) values the vital contribution made by coaches, officials, volunteers and committee members. This policy explains how the Club supports volunteers with mileage expenses while maintaining fairness, transparency and financial sustainability. The Club’s primary training venue is Costello Stadium, Hull.

1. Purpose

The Club aims to ensure that:

- No volunteer is financially disadvantaged
- No individual profits from expenses
- All claims are reasonable, transparent and represent value for money

This policy reflects the Club’s status as an amateur, not-for-profit organisation.

2. Eligibility

Eligible

- Licensed coaches and assistant coaches
- Qualified officials
- Volunteers supporting club activities
- Committee members

Not Eligible

- Athletes (unless acting in a formally approved volunteer role)
- Parents of athletes (unless acting in a formally approved volunteer role)

3. General Principles

Claims must be:

- Wholly and exclusively for club business
- Pre-approved where appropriate
- Submitted within 2 months of the journey

Claimants must:

- Hold a valid driving licence, insurance and MOT
- Use reasonable and direct routes
- Consider car sharing where practical

No mileage may be claimed for travel to or from the Club’s primary training venue (Costello Stadium), regardless of the purpose of the visit — including competitions, meetings or training sessions — unless explicitly approved in advance by the Committee.

4. Mileage Rates

The Club operates mileage rates below HMRC levels to reflect its amateur status.

Category	Rate per mile
Standard coaching / volunteering	25p
Events (coaches & officials)	25p
Coaches transporting athletes	30p
Long-distance coach assistance rate	10p–15p (as agreed)

Rates are reviewed annually by the Committee.

5. Categories of Claim

5.1 Regular Coaching (Standard)

Mileage for routine training at Costello Stadium is not normally claimable, except where agreed in advance by the Committee.

5.2 Weekly Training – Long-Distance Coaches

For coaches living more than 10 miles (one way) from Costello Stadium:

- Mileage may be claimed at the long-distance assistance rate
- The first 10 miles per round trip are not claimable

5.3 Events (Competitions & Fixtures)

Full mileage is claimable (no deduction) for:

- Track & field leagues
- Cross country fixtures
- Club competitions
- Other approved events

5.4 Coaches Transporting Athletes

Where a coach transports athletes to events in a duty-of-care capacity:

- Full mileage is claimable (no deduction)
- Paid at the enhanced rate (30p per mile)

5.5 Committee Members

Full mileage is claimable (no deduction) for:

- Training courses
- Meetings
- Approved club duties not at Costello Stadium

Rate: 25p per mile

6. Additional Costs

The Club may reimburse:

- Parking and tolls (with receipts)
- Public transport (standard class)

7. Non-Claimable Expenses

- Athlete travel (unless acting in an approved volunteer role)
- Personal or non-club journeys
- Unapproved expenses
- Excessive or indirect travel routes

8. Claims Process

1. Complete the Club's mileage claim form
2. Submit within 2 months of the journey
3. Claims require approval from the Treasurer or an authorised Committee member

The Club reserves the right to:

- Query or refuse claims
- Request supporting evidence

9. Record Keeping

Claimants must provide sufficient detail to support claims, including:

- Date of journey
- Start and end location
- Purpose of journey
- Mileage claimed

10. Governance

This policy will be reviewed annually by the Committee. Any exceptions must be:

- Justified
- Documented
- Approved in advance

11. Disclaimer

This policy applies only to volunteers and does not constitute an employment contract.

12. Final Statement

The Club recognises the significant contribution made by volunteers and seeks to balance fairness with financial sustainability. This policy ensures that individuals are not out of pocket while maintaining the Club's amateur ethos.