

# WOKING ATHLETIC CLUB EXPENSES POLICY January 2026

## APPLICABILITY

Woking Athletic Club (WAC) will reimburse club coaches, officials and team managers for the following expenses on approval by the Committee. This includes anyone travelling on WAC business irrespective of whether they are accompanying a family member provided that they are travelling to:

1. Undertake team management
2. Undertake officiating duties as a graded official
3. Undertake coaching as an appropriately qualified coach
4. Attendance at meetings or conferences in connection with WAC business
5. Attendance at approved courses (coaching, first aid, officiating, etc.)

## EXCLUSIONS

The following are not applicable:

1. Travel to the Woking Sportsbox venue
2. Travel to local\* training facilities
3. Anyone competing at an event

\*local is defined as within 10 miles from Woking Sportsbox as measured by Google Maps driving directions

## MILEAGE

Mileage costs can be claimed at 45p per mile incurred for applicable journeys in connection with activities on behalf of Woking Athletic Club.

## HOTELS

With the **prior approval** of the Club Committee, a subsidy of up to £50 towards hotel costs (per night) will be reimbursed where overnight accommodation is required. Receipts will be required for hotel expenses claims.

## POLICY APPROVAL

The WAC Committee reviewed and approved the above policy to be effective and published as a policy on the WAC website from January 2026. Claims must be made using the current claims form.