



## Midlands Area Officiating Committee

Travel expenses for appointed officials and committee members

Below is an extract from Midlands Hockey Draft Expenses Policy. Whilst not yet approved by the Board, this sets out current practice. If you have any queries on this, please contact either Rob Crosson or Colin Jones

Please note that all appointment expenses are managed via GMS. The current mileage rate is £0.35 per mile. Other expenses relating to an appointment can also be claimed via GMS.

- 1.1. The distance for which travel expenses may be claimed should be based on the distance between the venue/pitch and the address from and to which the volunteer has travelled or their home (whichever is closer).
- 1.1.1. In the case of an official carrying out officiating duties, travel expenses may not be reimbursed for any part of the journey beyond the border of the Midlands Area.
- 1.2. If a second volunteer travelling to the same event/meeting/match is a passenger in the car or van for some or all of the journey, the driver may claim reimbursement of an additional 5p per mile for that portion of the journey.
- 1.3. Claims should show the starting and ending postcodes and a declaration of distance travelled if by personal vehicle for which a claim is being made.
- 1.4. **Toll Roads:** It is at the choice of the volunteer whether or not to use Toll Roads, however, any fees or tolls for the use of such roads will not be reimbursed without prior approval.
- 1.5. **Parking:** The cost of parking at a venue will be reimbursed if free parking is not available. Please note that some venues require registration of your car at that venue in order to benefit from free parking.
- 1.5.1. The cost of parking fines will not be reimbursed.
- 1.6. **Clean Air Zones:** Midlands Hockey encourages its volunteers to travel in vehicles which minimise the contribution to air pollution. As such, any costs relating to travelling in or through Clean Air Zones (includes: [Birmingham's Clean Air Zone](#)) will not be reimbursed, unless approved in advance and then only if the destination falls within the Clean Air Zone.

## 2. Reimbursement of subsistence expenses

- 2.1. Claims for the reimbursement of subsistence expenses are generally limited to £5 and can only be claimed when the following criteria has been met:
- 2.1.1. **Officials appointed by the Area Officiating Committee to Area League matches:** All home teams are expected to offer post-match hospitality to appointed officials. If an Official is appointed to more than one match in a single day and is unable to partake of the post-match hospitality provided by

the home teams, a claim for reimbursement of subsistence costs incurred may be made. The claim, which will be limited to a maximum of £5, should be accompanied by a scanned copy of the receipt or, if under £5 and a receipt is not available, a signed declaration of the expense.

- 2.1.2. **Officials appointed by the Area Officiating Committee to other Area matches, events or tournaments:** Any such Area match, event or tournament which has an expected duration of more than 3 hours should include a specific policy either for the provision of subsistence or the reimbursement of subsistence expenses to appointed Officials. This policy should be agreed in advance with the Finance Director as part of the budgeting process. If the Area match, event or tournament has an expected duration of under 3 hours, no reimbursement of subsistence expenses will usually be permitted.

**Other volunteers/events:** Any Area event (including matches and tournaments) which has an expected duration of more than 3 hours should include a specific policy either for the provision of subsistence or the reimbursement of subsistence expenses to appointed Officials and volunteers. This policy should be agreed in advance with the Finance Director as part of the budgeting process. If the Area event (or match or tournament) has an expected duration of under 3 hours, no reimbursement of subsistence expenses will usually be permitted

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