Limerick Athletic Club Travel Expenses Policy

Purpose

The purpose of this policy is to outline Limerick AC's approach to the reimburse of expenses for coaches and others while involved in an active role on behalf of the club.

Document Control

Version Number	Date	Changes
Draft	8th December 2025	Creation of document
1.0	15th December 2025	Committee approval

1. **Introduction**
    a. Expenses shall be reimbursed as a contribution towards an individual's costs.
    b. Any expense claim made by a member of Limerick AC shall follow this policy to be eligible for reimbursement.
    c. All expenses paid will be in line with the policy in place on the date of approval.

2. **Eligibility**
    a. Expenses will only be paid for attendance at Athletics Ireland / Munster Athletics Championship events or National Congress / Munster Athletics AGM when the person is attending as an approved delegate of Limerick AC.
    b. Expenses cannot be claimed where monies have already been provided to cover the costs of a trip by another organisation, e.g. Athletics Limerick, Munster Athletics or Athletics Ireland.
    c. Where several coaches intent to travel and claim expenses, there will be a limit of 2 coaches per age group, or 3 coaches in total per event to whom the club will reimburse expenses. Preference will be given to those representing different age groups and then to those with the larger group of athletes.
    d. The claimant must not have a child competing or be attending as a parent / guardian in the first instance.
    e. Anyone wishing to make a claim must be an approved coach / assistant coach.
    f. Anyone wishing to make a claim shall have their membership in good standing with the club at the time of the event.

3. **Mileage**
    a. Contribution towards mileage costs at €0.35 per km up to a maximum of €75 per provincial event and €150 per national event.
    b. There shall be a maximum mileage claim any individual can make in a given calendar year of 1,500kms.

4. **Hotels and Accommodation**
    a. Contribution towards hotel and accommodation costs up to a maximum of €100 per night.
    b. There shall be a maximum accommodation claim any individual can make in a given calendar year of 3 nights.

5. **Limitations & Exclusions**
    a. Accommodation claims will only be paid for events when it is deemed impractical to travel to and from the venue on the same date.
    b. Where an event runs over 2 or more days, the cheaper of the two options will apply to the amount reimbursed, e.g. one day drive and one overnight versus two days driving.
    c. The minimum distance between Limerick AC's home base (the University of Limerick) and the venue must be at least 3-hours drive to be eligible to claim accommodation expenses.
    d. Mileage claims shall be from UL Track or the coach's home address and the distance claimed shall be the lesser of the two distances.
    e. No meal or subsistence costs will be reimbursed

f. Expenses claimed must have been borne by the person making the claim (e.g. no claim will be reimbursed if the person has received a lift from someone else or stayed with friends or family).

6. Preapproval Procedure

a. All expenses shall be approved in advance by the Club Treasurer.
b. All approval requests shall be submitted to the Treasurer at least 7 days in advance of the proposed travel date on the appropriate form.
c. The Treasurer will reply in writing to indicate the value of the approval.
d. If a request is denied, the rational for rejection will be indicated to the applicant.

7. Expenses Claims

a. Receipts to be provided where appropriate (i.e. all accommodation).
b. All claims to be made with 30 days from the date they are incurred.

8. Record Retention

a. The Treasurer shall maintain a record of all pre-approvals.
b. The Treasurer shall maintain a record of all expenses paid and to whom they were paid.
c. Receipts to be kept for 6 years for tax purposes.

Note: The recipient is responsible for any tax implications the receipt of such expenses may give rise to, if any.

Limerick Athletic Club Expenses Pre-Approval Form

Name:

Event Attending:

Destination of Travel:

Date of Travel:

Estimated Mileage and Total Claim:

Estimated Accommodation Costs and Total Claim:

Confirm that you have read and understood the club's policy on expense reimbursement and that the request is consistent with that policy:

Y / N

Signed:

Date:

Limerick Athletic Club Expenses Claim Form

Name:

Event Attended:

Destination of Travel:

Date of Travel:

Mileage Incurred:

Accommodation Costs Incurred:

Receipts Include: Y / N

Confirm that you have read and understood the club's policy on expense reimbursement and that this claim is consistent with that policy:

Y / N

Signed:

Date: