



## **TRAVEL POLICY**

### **Travel Expense Policy:**

As a matter of course, RHC does not pay travel or hotel expenses to players attending away matches. The Club encourages the sharing of transport to reduce road mileage, however teams are expected to make their own travel arrangements and share the cost of travel amongst team members.

In circumstances of extensive travel or financial hardship, the Club will consider making a contribution to these costs. Cases will be considered on a confidential and individual basis and should be referred to the Club Executive for consideration.

Coaches that attend matches in a working capacity shall be entitled to claim travel expenses or claim a mileage allowance of 45p/mile if using their own car. However, the Club encourages the sharing of transport and Coaches to travel with playing members wherever possible.

Dated October 2021 by Richmond Hockey Club Committee