



BIDEFORD

RUGBY FOOTBALL CLUB

TRAVEL POLICY

Reviewed: October 2026. Next review: October 2027.

POLICY

Bideford Rugby Football Club Limited will reimburse mileage at 25p per mile for journeys to and from away matches, as verified by the team coach.

- The journey should reflect travel from the local or surrounding areas of Bideford to the site of the away game, and will be capped at the mileage calculated from Bideford club to the away site.
- Car sharing should be encouraged, so the club will only reimburse up to 4 vehicles per match.
- Where a bus or coach has been provided by the club, no further travel reimbursement will be provided.
- Any queries will be handled on a case-by-case basis.

MAKING A CLAIM

All expense claims are made on the Travel Expense Claim Form.

- Complete the form and submit it to the relevant team coach for approval.
- Once the coach has approved and signed it, the form goes to the Club Treasurer.
- Claims must reach the Club Treasurer within one month of the match.

The current post holders and how to contact them are listed on the Club Officials page of the club website.

YOUR INFORMATION

The claim form asks for the driver's name, the names of the players travelling and bank details for reimbursement. These are used only to check and pay the claim, and are handled in line with the Privacy Policy on the club website.

REVIEW

This policy is reviewed annually by the Executive Committee.